

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: No Dues Acknowledgment

Dear [Vendor's Name],

We hereby acknowledge that as of [Date], there are no outstanding dues owed to you by [Your Company Name]. We appreciate your partnership and the services/products provided.

Please feel free to reach out if you require any further information or documentation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]