

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: No Dues Certification Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a No Dues Certification to confirm that I do not have any outstanding dues or obligations with [Company/Organization Name].

My details are as follows:

- Name: [Your Name]
- Employee/Student ID: [Your ID]
- Department/Program: [Your Department/Program]
- Duration of association: [Start Date] to [End Date]

I would appreciate it if you could process this request at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]