

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: No Dues Clearance Letter

Dear [Recipient's Name],

This is to certify that [Employee/Student Name], holding the position of [Position/Role] with Employee/Student ID [ID Number], has cleared all dues related to [specific department/area, e.g., accounts, library, etc.].

The details of clearance are as follows:

1. **[List of Dues Cleared - e.g., Financial dues, Library Books, Equipment, etc.]**

- [Detail 1: Amount or Items]

- [Detail 2: Amount or Items]

- [Detail 3: Amount or Items]

The above-mentioned individual has no pending dues or obligations with [Your Company's Name], and is eligible for any further processes as required.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]

[Company's Address]