

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: No Dues Confirmation

Dear [Recipient's Name],

This letter serves to confirm that as of [date], there are no outstanding dues or liabilities owed by you to [Your Company Name].

We appreciate your promptness in settling any previous accounts and are pleased to acknowledge that your financial obligations are cleared.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]