

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: No Dues Certificate

Dear [Vendor's Name],

We are writing to formally confirm that as of [Date], there are no outstanding dues or balances owed by your company to [Your Company Name]. We appreciate the successful business relationship we have developed over the years and look forward to continuing our partnership.

Should you have any questions or require further assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]