

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: No Dues Certificate

Dear [Vendor Name],

This is to certify that as of [Date], there are no outstanding dues or balances owed by [Your Company Name] to [Vendor Name]. All transactions have been settled, and there are no pending payments.

We appreciate your services and look forward to continuing our business relationship.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]