

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Person],

Subject: No Dues Confirmation

We hope this message finds you well. This letter serves as a formal confirmation that all outstanding dues between [Your Company Name] and [Vendor's Name] have been settled as of [Settlement Date].

As of this date, the account balance reflects a zero balance, and all obligations have been fulfilled. We appreciate your services and support during our business relationship, and we look forward to the possibility of collaborating in the future.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]