

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: No Dues Confirmation

Dear [Vendor's Name],

We are writing to confirm that as of [Date], your account with [Your Company Name] shows no outstanding dues.

Please find the details of our transactions below:

- Invoice Number: [Invoice Number]

- Amount: [Amount]

- Date of Payment: [Payment Date]

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

Thank you for your prompt service and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]