

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: No Dues Certificate

Dear [Vendor's Name],

This is to certify that as of [Date], all dues related to the account of [Vendor's Company Name] with [Your Company Name] have been settled. There are no outstanding payments or obligations owed to your company.

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

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Address]