

[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], there are no outstanding dues payable by [Your Company Name] to [Vendor's Name].

Details of Transactions:

- Invoice Number: [Invoice Number]

- Amount: [Amount]

- Date of Payment: [Payment Date]

We appreciate your partnership and look forward to continuing our business relationship. Should you have any questions or require further assistance, please feel free to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]