

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: No Dues Notification

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that, as of [Date], there are no outstanding dues or pending payments associated with your account.

Account Details:

- Vendor ID: [Vendor ID]

- Total Amount Due: \$0.00

- Last Payment Date: [Date]

We appreciate your prompt service and cooperation. Should you have any questions or require further assistance, please feel free to contact us at [Your Contact Information].

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Logo (if applicable)]