

No Due Certificate Letter

To Whom It May Concern:

This letter is to certify that [Mr. John Smith] with [student/employee] ID number [123456] has no dues towards [Institute name/company name] as of [date]. [Mr. John] confirms to his best knowledge that he has surrendered all [institute/company belongings] and cleared all overdue amounts as of the mentioned date. If it turns out later that some dues have been missed, [Mr. John] shall revert back to [institute/company] for further settlement.

Sincerely,

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