

Conditional Clearance Letter

Subject: Provisional No Due Certificate

Dear [Name],

This is to provisionally certify that [Employee/Student Name] has cleared most obligations with [Organization Name]. The certificate is valid provided that the pending items listed below are settled by [Deadline Date]:

1. [Pending Item 1]
2. [Pending Item 2]

Upon completion, a final no due certificate will be issued.

Regards,

[Authorized Signatory Name]

[Designation]

[Organization Name]

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