

No Dues Certificate Format For Vendor

[Your Company's Letterhead]

[Date: Current Date]

To whom it may concern,

Subject: No Dues Certificate for [Vendor Name]

This is to certify that [Vendor Name], having Vendor ID/Code: [Vendor ID/Code], has completed all their obligations and responsibilities as a vendor with [Your Company Name]. As of the date of this certificate, there are no outstanding dues, payments, or liabilities pending against them.

The vendor has fulfilled all contractual obligations and has met the terms and conditions as specified in the agreement between [Your Company Name] and [Vendor Name]. This includes the timely delivery of goods/services and adherence to quality standards.

Details of the vendor and the completed transactions:

Vendor Name: [Vendor Name]

Vendor ID/Code: [Vendor ID/Code]

Scope of Work: [Description of Goods/Services Provided]

Contract/Agreement Reference: [Contract/Agreement Reference Number]

Duration of Contract: [Start Date] to [End Date]

Total Invoice Amount: [Total Invoice Amount]

Payment(s) Received: [Payment Amount(s) Received] (List of Payment Dates and Amounts)

Outstanding Amount: None

This certificate is being issued upon the request of the concerned vendor and is based on our records as of the current date. We hereby acknowledge that the vendor has fulfilled all their obligations in accordance with our agreement.

For any further inquiries or clarifications, please feel free to contact our Accounts Department at [Accounts Department Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Seal/Logo - optional]