

Preliminary Vendor Clearance Note

Subject: Preliminary No Dues Confirmation

Dear [Vendor's Name],

This is to inform you that, as of our initial review dated [Date], no dues have been identified against your account with us.

Please note that this confirmation is preliminary and subject to the final audit cycle. A formal certificate will be shared once the audit is complete.

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Designation]

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