Preliminary Email

Subject: Preliminary Confirmation of No Liability

Hi [Recipient Name],

We are issuing this preliminary confirmation that [Company/Person Name] currently holds no outstanding liabilities towards your organization as of [Date].

This is an initial record and may be followed by a formal certificate if required.

Kind regards,

[Your Name]

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/no-liability-certificate-or-letter