

Formal Academic No Due Certificate Template

Subject: No Due Certificate Request

Dear Sir/Madam,

I am writing to formally request a No Due Certificate from your department/office. I am [Student Name], bearing Roll Number [Roll No.] from [Department/Course Name], batch of [Year].

I have completed all my academic requirements and settled all outstanding dues including library books, laboratory equipment, hostel fees, and any other institutional obligations. I request you to kindly verify my records and issue the No Due Certificate at your earliest convenience.

I am attaching all necessary documents including fee receipts, library clearance, and identity proof for your reference. This certificate is required for [mention purpose - graduation, job application, transfer, etc.].

Thank you for your time and consideration.

Yours sincerely,

[Your Name]

[Student ID]

[Contact Information]

[Date]

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