

Finance Department No Due Certificate

Subject: Fee Clearance Certificate Request

Dear Accounts Officer,

I am [Student Name], Registration Number [Number], from [Course/Department]. I have completed all fee payments including tuition fees, examination fees, and other institutional charges.

I am attaching:

- All fee payment receipts
- Bank transaction details
- Previous semester clearance certificates

My account shows zero pending dues. Kindly verify the records and issue a Fee Clearance Certificate for my graduation process.

I would be grateful for your prompt assistance.

Respectfully,

[Your Name]

[Student ID]

[Academic Year]

[Date]

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