

No Due Certificate for College Transfer

Subject: No Due Certificate for Transfer Process

Dear Academic Officer,

I am [Student Name], currently enrolled in [Current Course] with Roll Number [Number]. I am transferring to [New Institution Name] and require a comprehensive No Due Certificate.

I have settled all academic and financial obligations including:

- All semester fees and examination fees
- Library dues and book returns
- Laboratory equipment returns
- Hostel and mess charges (if applicable)

This certificate is mandatory for my admission process at the new institution. I request you to process this at the earliest as my admission deadline is approaching.

Grateful for your assistance.

Respectfully,

[Your Name]

[Current Institution Details]

[New Institution Details]

[Date]

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