**Date:**

**Re. Request for No Due Certificate**

Dear Sir, I am writing this letter to request a no-due certificate in which it could be clear that I have cleared all my previous dues and there is nothing pending to be paid to me. I am a former student of your university and have studied [name the program] in the prestigious department of [name the department] in the session [mention the session].

It was one of the wonderful and most memorable times for me that I spent here in your institute. It added a lot of skills to my personality and made me capable of the challenges of professional and practical life.

For my admission to an international school, I need a no-due certificate in which it is certified that I, being a previous student, have no financial obligations to the institute. Moreover, the certificate should reflect my responsibility toward my obligations.

I request you to kindly issue this certificate at your earliest possible time so that I can get admission to the mentioned institute. I have to submit the certificate along with all other required documents before [date]. I have attached receipts of all my fee submissions for evidence.

Please be kind enough and direct the relevant person to issue a no-due certificate for me. If there is anything I need to do to support the application process like submitting other documents, please let me know at your earliest so that my application to the further do not halt.

I will be grateful.

Regards

[Name of the Student]  
[Registration Number]  
[Contact Number]