**Date:**

**Subject: No-Due Certificate Request**

To Whom It May Concern,

I am [name], the [name the designation] in your company. I am writing to request a no-due certificate to apply for a loan within the company which requires a no-due certificate from the senior finance manager of the company. However, the relevant department wants me to submit a letter of request approved by your department.

I have attached all the required documents including the receipt for the repayment of my previous loan (basic employment loans scheme). This certificate is required before [date], otherwise, my application time will expire and I will have to submit another application and reprocess all the proceedings to get the loan.

If there are any additional documents that I need to submit, please let me know as soon as possible. Having fulfilled all of my financial and professional obligations, I request you to consider the given short deadline for the issuance of the certificate.

I will be very thankful to you if you approve this request letter by undersigning the letter with your name, date, and official stamp. Thank you.

Sincerely,

[Name]

[Designation]

[Department]

[Company]