To, Date: \_\_\_\_\_\_\_\_\_\_

The Branch Manager,

**[Name of the Bank]**

**[Branch]**

**[Address of the Bank]**

**Subject:** Non-receipt of no Dues letter/ settlement letter post payment

Dear Sir/Ma’am,

I, \_\_\_\_\_\_\_\_ (Name) residing at \_\_\_\_\_\_\_ (Address) have already paid my total outstanding payment vide [**insert mode and date of payment**] to the [**insert name of personnel**].

I have already paid all the \_\_\_\_\_\_\_ (Dues) of the mentioned loan account number. Now, I require a No Dues letter for [ **insert no dues purpose – New Loan/transfer/ etc**].

I hereby request you to kindly issue a No Dues Letter from the above-mentioned account number at the earliest without any further delay. Your early action in this regard is highly appreciable

Thanking you,

Sincerely,

Signature: \_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_

Customer ID: \_\_\_\_\_\_\_\_

Loan Account No: \_\_\_\_\_\_\_

Mobile Number : \_\_\_\_\_\_\_