

Requisition Format for the Issue of No Due Certificate

From

Date:

To

The University Librarian
Madras University Library
University of Madras
Cheapuk
Chennai 600 005

Sir,

Sub: Issue of No Due Certificate – Reg

I have completed my M.A/M.Sc/M.Phil/Ph.D degree, Department of -----
during the year 20--- to 20 ---. I am a Non Member/Member (Library Member ID: MU -----
-----) of the Madras University Library. I request you to kindly issue no due certificate as
early as possible.

Yours faithfully

Head of the Department Signature with Seal