

Debt Release Confirmation

Date: [Insert Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Customer Name: [Insert Customer Name]
Account Number: [Insert Account Number]

Dear [Customer Name],

We are writing to confirm that your debt related to your utility account has been fully paid and settled. Your account, with the number [Insert Account Number], is now in good standing.

Details of the debt release are as follows:

- Original Amount Due: [Insert Amount]
- Payment Received: [Insert Amount]
- Date of Payment: [Insert Date]

Thank you for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact our customer service.

Sincerely,

[Your Name]
[Your Title]
[Utility Company Name]