

# Debt Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Debt Account Closure

Dear [Utility Company Name],

I am writing to formally request the closure of my debt account associated with my utility services. My account number is [Your Account Number].

As of [Date], I have settled all outstanding balances on my account and would like to confirm that my account is now closed. Please send me a written confirmation of the account closure at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]