

Utility Account Closure Confirmation

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

We are writing to confirm the closure of your utility account with account number [Account Number]. As per your request to transfer this account to a new address, we have successfully processed your account closure.

Your account will officially close as of [Closure Date]. Please note that any final charges or refunds will be settled and reflected in your final billing statement, which you will receive shortly.

If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for being a valued customer.

Sincerely,

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

[Phone Number]