

Utility Account Closure Confirmation

Date: [Insert Date]

Client Name: [Insert Client Name]

Company Name: [Insert Company Name]

Address: [Insert Client Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Insert Client Name],

We are writing to confirm the closure of your utility account with us, effective [Insert Closure Date]. Your account number is [Insert Account Number]. This action was initiated upon your request, and we have processed it accordingly.

Final charges and any outstanding balances have been settled as of the closure date. Should you require a final statement or have any questions regarding your account, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your business, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]