

# Utility Account Closure Confirmation

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the closure of your utility account with us. Your account number is [Account Number]. This account has been successfully closed as of [Closure Date].

Your final meter reading was recorded as follows:

- Meter Number: [Meter Number]
- Final Reading: [Final Reading]

Based on your final reading, your last bill will be generated and sent to you shortly.

We appreciate your business and thank you for being a valued customer. Should you have any questions or require further assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Company Name]

[Your Company Contact Information]