

Utility Account Closure Confirmation

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We would like to confirm the closure of your utility account with us effective [Insert Closure Date]. This action has been taken in response to your request to close your account due to your upcoming move.

Your final bill will be processed and sent to your forwarding address by [Insert Date]. If you have any outstanding payments or credits, they will be settled accordingly.

We appreciate your time with us and wish you the best in your new location. Should you have any questions or require further assistance, please do not hesitate to contact our customer service department.

Thank you for choosing our services.

Sincerely,

[Your Utility Company Name]

[Your Customer Service Contact Information]