

Utility Account Closure Confirmation

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Insert Account Holder Name],

We would like to confirm the closure of your utility account listed above. As per our records, your account has an outstanding balance of [Insert Outstanding Balance Amount]. Please ensure that this balance is settled to avoid any additional fees or delays in processing.

You can make your payment via the following methods:

- Online Payment through our website
- By Phone: Call [Insert Phone Number]
- In-Person at our nearest office

If you have any questions or concerns regarding your account or payment options, please do not hesitate to contact us at [Insert Customer Service Phone Number] or [Insert Customer Service Email Address].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Utility Company Name]

[Insert Utility Company Contact Information]