

Utility Account Closure Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Utility Account Closure Confirmation and Final Billing

Dear [Utility Company Name] Customer Service,

I am writing to request confirmation of the closure of my utility account with your company. My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Service Address]
- Closure Request Date: [Requested Closure Date]

Please also provide me with the final billing statement and confirm any outstanding balance on my account.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]