

Utility Account Closure Confirmation

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We would like to confirm that your utility account with us has been successfully closed as of [Insert Closure Date]. This action was initiated based on your request dated [Insert Request Date].

As of the closure date, all services have been discontinued, and any outstanding balance will be sent to you in a final bill. Please ensure that any final payments are made by the due date to avoid late fees.

If you have any further questions or require assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]