

Utility Account Closure Confirmation

Date: [Insert Date]

[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 closure has been processed as per your request received on [Request Date], and all outstanding balances have been settled.

Your account will officially be closed as of [Closure Date]. Please note that no further charges will accrue after this date.

Thank you for being a valued customer. If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team.

Sincerely,

[Utility Company Name]

[Customer Service Phone Number]

[Customer Service Email]