

# Utility Account Closure Confirmation

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Customer Name],

We are writing to confirm the closure of your utility account, as per your request received on [Insert Request Date]. This applies to the shared service accounts associated with the above-mentioned account number.

Your account has been successfully closed as of [Insert Closure Date]. Any outstanding balances or credits have been addressed, and a final bill will be sent to your registered address shortly.

If you have any questions or require further 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 Job Title]

[Your Company Contact Information]