

Utility Account Closure Confirmation

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Utility Provider: [Insert Utility Provider Name]

Dear [Insert Account Holder Name],

We are writing to confirm the closure of your utility account with the account number [Insert Account Number]. We have processed your request successfully, and we hereby confirm that there are no outstanding balances on your account.

Your account has been closed effective [Insert Closure Date]. We appreciate your patronage and hope to assist you again in the future if needed.

If you have any questions or require further assistance, please feel free to contact our customer service department at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Utility Provider Name]

[Insert Contact Information]