

Utility Account Closure Summary

Date: [Insert Date]

Account Holder Name: [Insert Name]

Account Number: [Insert Account Number]

Utility Provider: [Insert Utility Provider Name]

Summary of Account Closure

We are writing to confirm the closure of your utility account as per your request. Below are the details associated with the account closure:

- **Account Closure Date:** [Insert Closure Date]
- **Final Usage Reading:** [Insert Final Reading]
- **Final Bill Amount:** [Insert Final Amount]

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

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Utility Provider Name]