

Utility Account Termination

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the termination of your utility account, numbered [Account Number], as per your request received on [Request Date]. This letter serves as a formal notice of the closure of your account effective [Effective Termination Date].

We would like to take this opportunity to thank you for your patronage. Please note that any outstanding balance on your account must be settled before the closure is finalized. You will receive a final bill outlining any amounts due by [Final Bill Date].

If you have any questions or require further assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Utility Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]