

[Your Name]
[Current Phone Number]
[Email Address]

[Date]

[Utility Company Name]
[Billing/Customer Service Department]
[Company Address]

Subject: Verification of Account Closure and Final Billing for Account #[Your Account Number]

Dear Customer Service Team,

I am writing to formally request a written verification regarding the status of my utility account for the property located at [Former Service Address].

I moved out of the aforementioned property on [Date of Move-Out]. According to my records, I requested the disconnection of services effective on that date. I would like to confirm the following:

- That the account has been officially closed.
- The date on which the final meter reading was taken.
- That the final balance of \$[Amount] has been paid in full (Receipt #[Number], if applicable).
- That there is a zero balance remaining on the account.

Please send a formal letter or a final statement reflecting this zero balance to my new mailing address:

[New Mailing Address]
[City, State, Zip Code]

This documentation is required for my personal records and to ensure no future billing discrepancies occur. If there are any outstanding issues or if further information is required, please contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]