

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Final Closing Bill for Account #[Account Number]

Dear [Customer Name],

Please find attached the final closing bill for your account regarding [Service/Property Address]. This statement reflects the remaining balance due following the closure of your account on [Account Closure Date].

Account Summary:

- Final Balance Due: \$[Amount]
- Payment Due Date: [Date]

If you have already made this payment, please disregard this notice. If there is a credit balance on your account, a refund check for \$[Amount] is enclosed / will be mailed to you separately.

We appreciate the opportunity to have served you. If you have any questions regarding this final statement or require further assistance, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]
[Your Company Name]