

Utility Bill Payment Plan Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to inquire about potential payment plans available for my utility bills. Due to [brief explanation of circumstances, e.g., unexpected financial difficulties], I am seeking options to manage my payments effectively.

My account number is [Your Account Number], and I would appreciate any information you could provide regarding available payment arrangements or assistance programs.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]