

Utility Bill Payment Arrangement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Payment Arrangement

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to request a payment arrangement for my utility bill for the account associated with my name and address mentioned above.

Due to [briefly explain your situation, e.g., financial difficulties, unexpected expenses], I am currently unable to make the full payment by the due date of [insert due date]. I kindly ask if you could allow me to pay the outstanding balance in installments. I propose the following payment plan:

- Initial payment of [amount] on or before [date]
- Follow-up payments of [amount] to be made monthly on the [specific date] for [number of months]

Thank you for considering my request. I appreciate your understanding and assistance in this matter. Please let me know if you require any further information or documentation to process my request.

Sincerely,

[Your Name]