

# Repayment Plan Proposal for Utility Bills

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to propose a repayment plan for my outstanding utility bills, account number [Insert Account Number]. Due to [briefly explain your situation, e.g., financial hardship, job loss], I have been unable to pay my bills on time.

To rectify this situation, I would like to propose the following repayment plan:

- Total Amount Due: \$[Insert Total Amount]
- Proposed Monthly Payment: \$[Insert Proposed Amount]
- Duration of Payments: [Insert Number of Months]
- Start Date of Payments: [Insert Start Date]

I believe this plan will help me effectively manage my finances while fulfilling my obligations to your company. I am committed to making timely payments and maintaining open communication during this period.

Please let me know if you need any further information or documentation to consider my proposal. I appreciate your understanding and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]