

Utility Bill Arrears Accommodation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Insert Account Number]

Dear [Utility Company Customer Service],

I am writing to formally request accommodation regarding my current utility bill arrears. Due to [briefly explain circumstances causing financial difficulty, e.g., job loss, medical expenses], I am unable to meet the payment deadline of [insert due date].

I greatly value your service and have been a loyal customer since [insert duration of service]. I kindly ask for your understanding and assistance in this matter. I propose a revised payment plan of [insert proposed amount] per month until the balance is settled. I believe this arrangement will allow me to fulfill my obligations without further financial strain.

Thank you for considering my request. I hope to hear from you soon to discuss this matter further. I can be reached at [insert phone number] or [insert email address].

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]