

Utility Bill Late Payment Arrangement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request a late payment arrangement for my utility bill for account number [Your Account Number]. Due to unforeseen circumstances, I am unable to make my payment by the due date.

I would like to propose a payment arrangement that would allow me to settle my outstanding balance of [Amount Due] in the following manner:

- Initial Payment: [Proposed Amount] on [Proposed Date]
- Subsequent Payments: [Proposed Amount] on a [Weekly/Bi-weekly/Monthly] basis until the balance is paid off.

I understand the importance of timely payments and am committed to resolving this issue as quickly as possible. Thank you for considering my request. I hope to hear from you soon regarding my proposal.

Sincerely,

[Your Name]