

Utility Bill Payment Negotiation 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 Representative's Name],

I hope this letter finds you well. I am writing to discuss my current utility bill dated [insert bill date] with account number [insert account number]. Due to [briefly explain your situation, such as financial hardship or unexpected expenses], I am experiencing difficulties in making the full payment by the due date.

I would like to request a payment plan or a temporary reduction in my bill to help me manage this situation better. I appreciate the service you provide and wish to maintain a good standing with your company. My proposal is to [insert your proposal, e.g., pay a certain amount per month or defer part of the payment].

Thank you for considering my request. I am hopeful for a positive response and am willing to discuss any terms or conditions that may apply. Please feel free to reach me at [your phone number] or [your email address].

Sincerely,

[Your Name]