

Utility Bill Repayment Plan Inquiry

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],

I am writing to inquire about setting up a repayment plan for my utility bill. Due to [brief explanation of your situation], I am currently experiencing financial difficulties and am unable to pay the full amount due.

My account number is [Your Account Number]. I would appreciate any options you may offer for a repayment plan that would allow me to settle my outstanding balance over a period of time.

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]