

Utility Payment Plan Agreement Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally accept the Utility Payment Plan Agreement as discussed on [Insert Discussion Date]. I understand the terms and conditions associated with this plan and agree to make payments as outlined:

- Total Amount Due: [Insert Amount]
- Monthly Payment: [Insert Amount]
- First Payment Due Date: [Insert Date]
- Payment Frequency: [Insert Frequency]

Please let me know if there are any further actions needed to finalize this agreement. I appreciate your assistance and look forward to resolving my account.

Thank you for your understanding.

Sincerely,
[Your Name]