

Utility Payment Plan Agreement Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the utility payment plan agreements available for customers experiencing financial hardship. Due to [briefly explain your situation], I am seeking options to manage my bills effectively while ensuring continued service.

Could you please provide me with information regarding:

- The types of payment plans available
- Eligibility requirements
- The application process
- Any associated fees or penalties

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Phone Number]

[Your Email Address]