

Utility Service Restoration Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service Department],

I am writing to request the restoration of my utility service, account number [Your Account Number], which was recently disconnected due to unpaid bills. I understand the importance of maintaining my account, and I regret any inconvenience caused by my current financial situation.

Due to [briefly explain your circumstances, e.g., loss of job, medical expenses], I have been unable to meet my payment obligations. I am committed to resolving my account balance and would like to propose a payment plan that would allow me to settle my debt in manageable installments.

I kindly request your consideration of the following payment proposal:

- Initial Payment: [Amount] due by [Date]
- Subsequent Payments: [Amount] due on [Monthly Payment Dates]

Please let me know if you would be willing to discuss this proposal or if there are other options available to restore my service. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]