

Dear Valued Customer,

We understand that circumstances can sometimes make it difficult to manage utility payments. At [Utility Company Name], we are committed to supporting our customers during tough times.

To assist you, we are pleased to offer a flexible payment plan designed to make your utility payments more manageable. This plan allows you to spread your payments over a longer period, ensuring you have the support you need.

Payment Plan Details:

- **Flexible Payment Terms:** Customizable payment duration to fit your budget.
- **No Late Fees:** Refrain from incurring additional charges during the plan.
- **Personal Assistance:** Dedicated representatives available to guide you through the process.

If you would like to take advantage of this payment plan or discuss your options further, please do not hesitate to contact us at [Phone Number] or [Email Address]. Our team is here to help.

Thank you for being a valued customer. We look forward to assisting you during this time.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]