

Letter of Appeal for Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request a payment plan regarding my overdue utility bill account number [Your Account Number]. Due to [briefly explain your circumstances, e.g., financial hardship, unexpected expenses], I have been unable to pay my bill in full.

My current balance is [Amount Owed], and I would like to propose a payment plan that allows me to settle this debt in manageable installments. I believe that a plan of [insert proposed payment terms, e.g., monthly payments of \$X] would allow me to fulfill my obligation while ensuring my financial stability.

I appreciate your understanding and assistance in this matter, and I hope to discuss this proposal at your earliest convenience. I am committed to resolving this situation and continuing my service with [Utility Company Name].

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]