

# Follow-Up on Utility Payment Arrangement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding a payment arrangement for my utility account, [Account Number].

On [Date of Initial Request], I submitted a request for assistance due to [brief explanation of your situation]. I would appreciate an update on the status of my application and any potential arrangements that can be made.

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

Sincerely,

[Your Name]