

# Inquiry About Utility Payment Plans

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 Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about the available payment plans for my utility account, [Your Account Number]. Due to [briefly explain your situation, e.g., financial difficulties, recent job loss], I am interested in understanding what options might be available to assist me in managing my upcoming utility payments.

Could you please provide me with information on the following:

- Types of payment plans offered
- Eligibility criteria for each plan
- Application process for enrolling in a payment plan

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

Sincerely,

[Your Name]