

Proposal for Alternative Utility Payment Schedule

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 hope this letter finds you well. I am writing to propose an alternative payment schedule for my utility account, [Account Number], due to [brief explanation of reason, e.g., financial difficulties, unexpected expenses, etc.].

Currently, my payment is due on [current payment schedule], and I would like to propose the following alternative schedule:

- Payment Amount: [Proposed Payment Amount]
- New Payment Due Dates: [List Proposed Due Dates]

I believe this adjusted schedule will allow me to meet my obligations without interruption. I greatly appreciate your understanding and consideration of my circumstances.

Thank you for your attention to this matter. I look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Name]