

Utility Past Due Notice Payment Plan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Department],

I am writing to formally request a payment plan regarding my past due utility balance of [Insert Amount]. Due to [brief explanation of your circumstances], I am unable to pay the full amount at this time.

I would like to propose a payment plan, which I hope can be agreeable to both parties. I propose to pay [Insert Amount] on a [weekly/bi-weekly/monthly] basis until the balance is settled. I believe this plan will allow me to manage my payments while fulfilling my obligation.

Thank you for your understanding and consideration. I look forward to your prompt response to work out a feasible payment plan.

Sincerely,

[Your Name]