

# Utility Bill Customized Payment Plan

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We understand that managing utility expenses can be challenging at times. To assist you, we are pleased to offer a customized payment plan for your current utility bill.

## Current Balance:

#[Insert Amount]

## Proposed Payment Plan:

- Initial Payment Due: #[Insert Amount] by [Insert Due Date]
- Subsequent Payments: #[Insert Amount] every [Insert Frequency] starting on [Insert Date]
- Total Plan Duration: [Insert Duration]

Please review this payment plan and contact us at [Customer Service Phone Number] or [Customer Service Email] by [Response Deadline] if you have any questions or would like to make adjustments.

Thank you for choosing [Utility Company Name]. We appreciate your business and look forward to assisting you!

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Company Phone Number]

[Company Email]