

Utility Bill Hardship Payment Plan Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I hope this letter finds you well. I am writing to formally request a hardship payment plan for my utility bill due to unforeseen financial difficulties. My account number is [Your Account Number].

Due to [brief description of hardship, e.g., job loss, illness, etc.], I am currently unable to pay my utility bill in full. I am committed to honoring my obligations and would like to propose a payment plan that is manageable given my current circumstances.

I suggest a payment plan of [proposed payment amount] per month starting from [proposed start date]. This amount would help me keep my account in good standing while working through my financial situation.

I appreciate your understanding and assistance in this matter. I am hopeful for a positive response and would be happy to discuss this further if needed. Please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your time and consideration.

Sincerely,

[Your Name]