

Utility Bill Installment Agreement Offer

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to offer you a payment installment plan for your outstanding utility bill dated [Insert Bill Date] with account number [Insert Account Number].

To assist you during this time, we propose the following installment agreement:

- Total Amount Due: \$[Insert Amount]
- Installment Amount: \$[Insert Installment Amount]
- Number of Installments: [Insert Number of Installments]
- First Payment Due Date: [Insert Due Date]

Please review this proposal and let us know if you accept the terms. We are committed to working together to ensure your account remains in good standing.

Thank you for your attention to this matter. Should you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Company Phone Number]