

Utility Bill Long-Term Payment Solution

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

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

Dear [Recipient Name],

We hope this letter finds you well. We understand that keeping up with utility payments can sometimes be challenging, and we want to assist you in managing your account more effectively.

As part of our commitment to providing excellent customer service, we are pleased to offer you a long-term payment solution tailored to your needs. With this solution, you will be able to make manageable monthly payments towards your outstanding balance.

Details of the payment plan are as follows:

- Monthly Payment Amount: \$[Insert Amount]
- Payment Due Date: [Insert Due Date]
- Duration of Plan: [Insert Duration]

To accept this offer, please contact us at [Insert Contact Number] or email us at [Insert Email Address]. We encourage you to respond by [Insert Response Deadline] to ensure a smooth transition to this payment option.

Thank you for your continued trust in our services. We are here to help you navigate this process.

Best regards,

[Your Name]

[Your Position]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]