

Utility Bill Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to propose a payment plan for my utility bill due to [briefly explain your situation, e.g., financial difficulties, unexpected expenses]. My account number is [Account Number].

To ensure that I can manage my payments while fulfilling my obligations, I propose the following payment plan:

- Amount: [Proposed Monthly Payment]
- Duration: [Duration of Payment Plan, e.g., 6 months]
- Start Date: [Proposed Start Date]

I believe this plan will allow me to keep my account in good standing while addressing my current financial difficulties. I appreciate your consideration of this proposal.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]