

Utility Service Reconnection Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Contact/Customer Service Team],

I am writing to formally request the reconnection of my utility service, account number [Insert Account Number]. Due to unforeseen circumstances, I was unable to maintain payments on my account, but I am eager to establish a payment plan to settle the outstanding balance.

I would like to propose the following payment plan: [Outline your proposed payment plan, including payment amounts and frequency]. I believe this plan will allow me to manage my payments effectively while ensuring the utility service remains active.

Thank you for considering my request. I appreciate your understanding and support in this matter. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]