

Agreement for Staggered Utility Bill Payments

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]

To:

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Agreement for Staggered Payments of Utility Bills

Dear [Utility Company Contact Name],

I hope this letter finds you well. I am writing to propose an agreement regarding my utility bill payments due to [briefly explain reason, e.g., financial hardship, unexpected expenses]. I would like to request the option of staggered payments for my current and future bills.

Specifically, I propose the following payment plan:

- Initial payment of [amount] due by [date]
- Subsequent payments of [amount] due on [specific dates]
- Final payment to be made by [final date]

I believe this adjusted payment schedule will allow me to manage my finances responsibly while meeting my obligations to your company. I kindly ask that you consider this proposal and confirm if it can be accommodated.

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

Sincerely,

[Your Name]
[Your Contact Information]