

Installment Agreement for Overdue Utility Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

Subject: Installment Agreement for Overdue Utility Charges

I am writing to formally request an installment agreement for my overdue utility charges. My account number is [Your Account Number], and the current balance due is [Total Amount Due]. Due to [brief explanation of financial hardship], I am unable to pay the entire balance at this time.

To resolve this matter, I propose the following installment plan:

- Total Amount Due: [Total Amount Due]
- Installment Amount: [Proposed Monthly Payment]
- Number of Installments: [Proposed Number of Months]
- First Payment Due Date: [Proposed Start Date]

I appreciate your understanding and assistance in this matter. Please let me know if this proposed plan is acceptable or if we need to discuss further options. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]