

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 Contact/Customer Service],

I hope this message finds you well. I am writing to propose a payment plan for my outstanding utility bill dated [Insert Date of Bill]. Due to [brief explanation of financial hardship or circumstances], I am currently facing difficulties in making the full payment by the due date.

To manage this situation, I would like to request a payment plan that allows me to pay off the outstanding balance of [Insert Amount] in installments. I propose to make payments of [Insert Proposed Payment Amount] per [week/month] starting from [Insert Start Date] until the balance is fully paid off.

I believe this arrangement will enable me to fulfill my obligations while maintaining a good standing with [Utility Company Name]. I am committed to resolving this matter promptly and appreciate your understanding.

Thank you for considering my proposal. I look forward to your favorable response.

Sincerely,

[Your Name]