

Utility Payment Plan Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

Thank you for confirming my utility payment plan. Below are the details of the arrangement:

- **Account Number:** [Your Account Number]
- **Total Amount Due:** [Total Amount]
- **Payment Plan Duration:** [Duration of Payment Plan]
- **Monthly Payment Amount:** [Monthly Payment]
- **Payment Due Date:** [Due Date]

I appreciate your assistance in setting up this payment plan and look forward to maintaining my account in good standing. Please let me know if you need any additional information.

Thank you once again.

Sincerely,

[Your Name]