

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service
Baltimore Gas and Electric Company (BGE)
[Company Address]
[City, State, Zip Code]

Subject: Request for Payment Arrangement

Dear Customer Service,

I hope this letter finds you well. I am writing to request a payment arrangement for my BGE account, which has recently become financially challenging due to [briefly explain the reason, e.g., unexpected expenses, job loss, medical bills].

My account number is [Your Account Number]. As of today, my outstanding balance is [Total Amount Due]. I would like to propose a payment plan that allows me to settle this balance in a manageable way.

I suggest the following terms for the payment arrangement:

- Total Amount Due: [Total Amount]
- Proposed Payment Plan: [e.g., monthly payments of \$XX starting on MM/DD/YYYY]
- Duration: [Length of time for the arrangement, e.g., 3 months, 6 months]

I have always made it a priority to pay my bills on time, and I am committed to resolving this matter. I appreciate your consideration and assistance in this process. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your understanding.

Sincerely,
[Your Name]