

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

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

Subject: Letter of Intent for Electricity Bill Payment

Dear [Utility Company Name],

I am writing to express my intent to settle my electricity bill for the account number [Your Account Number]. Due to [brief explanation of circumstances], I have encountered challenges in making the payment on time.

I anticipate being able to make the payment of [amount] by [date]. I would appreciate your understanding and any grace period you may be able to extend during this time.

Please let me know if there are any necessary steps I should follow to formalize this agreement. I appreciate your consideration and look forward to resolving this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]