

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

Customer Service

NW Natural

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

Dear NW Natural Customer Service,

Subject: Payment Arrangement Request

I hope this message finds you well. I am writing to request a payment arrangement for my NW Natural account (Account Number: [Your Account Number]). Due to [brief explanation of situation, e.g., temporary financial hardship], I am currently unable to pay my bill in full. I kindly ask for your assistance in establishing a payment plan that allows me to settle my outstanding balance while managing my current financial circumstances. I propose [specific payment arrangement details, e.g., bi-weekly payments of a certain amount] starting on [proposed start date].

I appreciate your understanding and support during this difficult time. Please feel free to reach me at [your phone number] or [your email address] for any additional information or to discuss this request further.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Account Number]