

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

Subject: Request for Payment Plan

Dear [Customer Service/Specific Contact Person],  
I hope this message finds you well. I am writing to request a payment plan for my utility bill account, [Your Account Number], due to [briefly explain your situation, e.g., temporary financial difficulties, unexpected expenses].

I value the services provided by [Utility Company Name] and intend to meet my obligations. I would appreciate your assistance in establishing a manageable payment arrangement that will allow me to settle my balance of [Total Amount Due] over a specified period.

I propose the following payment plan:

- Initial Payment: [Amount] due on [Date]
- Subsequent Payments: [Amount] due every [Week/Month] starting on [Date]

I believe this plan will enable me to keep my account in good standing while meeting my current financial challenges. Please let me know if this proposal is acceptable or if there are alternative options available.

Thank you for your understanding and support during this time. I look forward to your prompt response.

Sincerely,  
[Your Name]