

[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 Arrangement

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this message finds you well. I am writing to request a payment arrangement for my utility account (Account Number: [Your Account Number]). Due to [brief explanation of your situation, e.g., temporary financial hardship, unexpected medical expenses], I am currently unable to pay the full balance by the due date.

I would like to propose a payment plan that allows me to pay off the outstanding balance of [Total Amount Due] over a period of [number of months/weeks]. I am able to make a payment of [proposed amount] on [suggested payment date], beginning on [start date].

Please let me know if this arrangement can be accommodated or if there are alternative options available. I appreciate your understanding and support during this challenging time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Account Number] (if not mentioned earlier)