

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

Subject: Utility Bill Payment Arrangement Request

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to request a payment arrangement for my utility bill due to [brief explanation of circumstances, e.g., financial hardship, unexpected expenses].

My account number is [Your Account Number], and I have been a customer since [Year]. Currently, my outstanding balance is [Amount Due], and I would like to propose a payment plan that will allow me to settle this amount in installments.

I suggest the following payment arrangement:

- ****Total Amount Due:**** [Amount]
- ****Proposed Installment Amount:**** [Amount]
- ****Proposed Payment Dates:**** [Dates you can commit to]

I kindly ask you to consider my request, as it will greatly help me manage my finances during this challenging time. Please let me know if you require any additional information or documentation.

Thank you for your understanding and assistance. I look forward to your favorable response.

Sincerely,
[Your Name]