

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

Xcel Energy

[Customer Service Address]
[City, State, ZIP Code]

Subject: Request for Payment Arrangement

Dear Xcel Energy Customer Service,

I hope this letter finds you well. I am writing to request a payment arrangement for my account (Account Number: [Your Account Number]) due to [brief explanation of your situation, e.g., financial hardship, unexpected expenses].

I understand my current balance is [Current Balance], and I would like to propose a payment plan of [Proposed Payment Amount] per month for [Duration of Payment Plan]. This arrangement would allow me to settle my balance while continuing to manage my monthly expenses.

Please let me know if this payment plan is acceptable or if there are alternative options available. I appreciate your understanding and support during this time, and I look forward to your prompt response. Thank you for your consideration.

Sincerely,
[Your Name]