

Date: [Insert Date]

To: [Utility Company Name]

Address: [Company Street Address]

City, State, Zip: [City, State, Zip Code]

Account Number: [Insert Account Number]

Subject: Payment Plan Agreement for Outstanding Balance

Dear Billing Department,

This letter serves as a formal agreement regarding the outstanding balance of \$[Total Amount Owed] on the above-referenced utility account. I am writing to confirm the payment plan discussed to resolve this debt.

I agree to pay the total balance according to the following schedule:

- **Initial Down Payment:** \$[Amount] to be paid on [Date].
- **Installment Amount:** \$[Amount] per [Month/Week].
- **Number of Installments:** [Number of payments].
- **Start Date:** [Date of first installment].
- **Final Payment Date:** [Date of final payment].

I understand that these payments are in addition to my regular monthly utility charges. I commit to making all payments on time to ensure my service remains active and to avoid further late fees or collection actions.

Please acknowledge receipt of this agreement and confirm that this plan is acceptable by updating my account status.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]