

[Current Date]

[Customer Name]

[Service Address]

[Account Number]

**Subject: Utility Service Payment Plan Agreement**

Dear [Customer Name],

This letter serves as a formal agreement between [Utility Company Name] and [Customer Name] regarding the outstanding balance on the above-referenced account.

As of [Date], the total past due balance is \$[Total Amount Owed].

To assist in settling this balance, we have agreed to the following payment schedule:

- **Down Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount] per [Month/Week]
- **Number of Installments:** [Number]
- **Start Date:** [Date]
- **End Date:** [Date]

**Terms and Conditions:**

1. The customer agrees to pay all scheduled installments on or before the due dates.
2. The customer must also pay all future current monthly utility bills in full and on time.
3. Failure to make any payment as scheduled may result in the immediate cancellation of this agreement and potential disconnection of services.
4. Late fees may still apply as per company policy unless otherwise stated.

Please sign and return a copy of this agreement by [Date] to confirm your acceptance.

Sincerely,

[Name of Representative]

[Title]

[Utility Company Name]

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**Customer Acceptance:**

I, [Customer Name], agree to the terms of this payment plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_