

Notice of Utility Payment Due

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you regarding the utility payment that is currently due for my residence located at [Your Address]. As of today, the total amount due is [Insert Amount].

Per our rental agreement, the payment was due on [Due Date]. I apologize for the delay and appreciate your understanding during this time.

I kindly request an extension until [Proposed Payment Date] to settle the outstanding amount. Please let me know if this is acceptable or if there are any further steps I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]