

Late Payment Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to discuss my recent utility bill dated [Insert bill date] for the account number [Insert Account Number]. Due to unforeseen circumstances, I have encountered financial difficulties and am unable to make the payment by the due date of [Insert Due Date].

I value your services and wish to propose a payment arrangement that allows me to settle my balance. I would like to request an extension of [Insert number of days/weeks] to make the payment, until [Insert Proposed New Payment Date]. During this time, I assure you that I will work diligently to make the necessary arrangements to fulfill this obligation.

I appreciate your understanding and consideration of this matter. Please let me know if you can accommodate this request or if there are alternative arrangements that can be made.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]