

Inquiry for Bill Payment Deferment

Date: [Insert Date]

Recipient Name

Recipient Title

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of deferring my upcoming bill payment due on [insert due date] due to [briefly explain the reason, e.g., financial hardship, unexpected expenses, etc.].

As a loyal customer, I appreciate your understanding and assistance regarding this matter. If possible, I would like to request an extension of [number of days/weeks] to make the payment.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]