

Utility Services Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name/Customer Service Manager],

I am writing to request an extension of utility services for my family home located at [Your Address]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, financial difficulties, etc.], I am unable to meet the payment deadline for this month.

I kindly ask for your understanding and support during this time and request an extension until [proposed new payment date]. I am committed to fulfilling my obligations and will ensure that the payment is made by the extended deadline.

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

Sincerely,

[Your Name]