

Payment Extension Notice

Date: [Insert Date]

To: [Customer's Name]

Account Number: [Account Number]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We understand that circumstances may arise that can make timely payments challenging. As a result, we would like to offer you a payment extension for your utility bill.

Your current outstanding balance is [Insert Amount], and we are pleased to grant you an extension until [Insert New Due Date]. We encourage you to take this opportunity to settle your balance.

If you have any questions or require further assistance, please do not hesitate to contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter, and we appreciate your prompt cooperation.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]