

Payment Extension Request for Utility Bills

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name or "Customer Service Team"],

I am writing to request an extension on my upcoming utility bill payment due on [Insert Due Date]. Due to [briefly explain your financial situation or reason for the request], I am unable to meet the payment deadline.

I kindly request an extension of [number of days/weeks] to allow me the necessary time to arrange for payment. I assure you that I am committed to fulfilling my financial obligations and will make the payment by [Insert Proposed Payment Date].

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]