

Request for Utility Bill Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request an extension for my upcoming utility bill payment due to financial hardship I am currently experiencing. My account number is [Account Number].

Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], I am unable to meet my payment obligations on time. I kindly ask if you could extend my payment deadline to [proposed new date]. This would greatly help me to stabilize my finances.

I appreciate your understanding and support during this difficult time. Please let me know if you require any additional information or documentation regarding my situation.

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

Sincerely,

[Your Name]