

Utility Bill Payment Extension Appeal

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an extension for my upcoming utility bill payment due to unexpected financial challenges I am currently facing. My account number is [Your Account Number].

Unfortunately, I have encountered unforeseen expenses related to [briefly describe the unexpected expenses, e.g., medical bills, car repairs, etc.], which have adversely affected my financial situation. As a result, I am unable to make the payment by the original due date of [insert due date].

To show my commitment to resolving this matter, I kindly request an extension of [number of days/weeks you are requesting]. I assure you that I am actively seeking solutions to stabilize my financial situation and will make the payment as soon as possible. I appreciate your understanding and consideration during this difficult time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]