

# Request for Utility Bill Payment Extension

Date: [Insert Date]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Person's Name],

I hope this message finds you well. I am writing to formally request an extension on my utility bill payment due to my recent job loss.

My account number is [Your Account Number], and my billing cycle is currently due on [Original Due Date]. Unfortunately, I have lost my job as of [Date of Job Loss], which has impacted my ability to meet the upcoming payment deadline.

I kindly ask for an extension of [Number of Weeks/Months] to allow me time to secure new employment and manage my financial situation. I appreciate your understanding during this difficult time and am committed to maintaining communication regarding my status.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]