

# Utility Bill Payment Extension Inquiry

Date: [Enter Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service/Specific Person],

I hope this message finds you well. I am writing to inquire about the possibility of a payment extension for my utility bill, account number [Your Account Number]. Due to unforeseen circumstances, I am currently unable to make the payment by the due date of [Due Date].

I would like to discuss the option of setting up a payment plan that would allow me to pay my outstanding balance in manageable installments. I believe this arrangement would help me meet my financial obligations while ensuring I continue to receive your services.

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

Sincerely,

[Your Name]