

Utility Bill Payment Extension Request

Date: [Insert Date]

To: [Utility Company Name]

Customer Service Department

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I hope this letter finds you well. I am writing to request a payment extension for my utility bill due to unforeseen financial hardships faced by my household. My name is [Your Name], and my account number is [Your Account Number].

As a low-income household, we have been struggling to meet our monthly expenses. [Briefly explain your situation, e.g., loss of job, medical emergencies, etc.]. Given these circumstances, I would greatly appreciate your consideration for a payment extension of [number of days/weeks requested].

We value the services provided by [Utility Company Name] and are committed to fulfilling our financial obligations. I believe that this extension would allow us the necessary time to secure the funds needed to pay our bill in full.

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]