

Request for Payment Extension

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Name],

I hope this message finds you well. I am writing to formally request an extension on my upcoming utility bill payment due on [Due Date] due to a recent medical emergency. Unfortunately, [brief explanation of the medical situation and how it has impacted your finances].

Considering the circumstances, I kindly ask for an extension of [number of days/weeks] to make this payment. I appreciate your understanding and support during this difficult time and assure you that I am committed to settling my account.

If you need any documentation or further information regarding my situation, please feel free to reach out.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]