

Utility Bill Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name] Customer Service,

I am writing to request an extension on my upcoming utility bill payment due on [Insert Due Date]. Due to [briefly explain your situation, e.g., financial difficulties, unexpected expenses], I am unable to make the payment by the due date.

I kindly request an extension of [number of days/weeks you need] to allow my family some time to manage our finances. I assure you that I am committed to settling the outstanding balance as soon as possible.

Thank you for considering my request. If you require any further information, feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Account Number, if applicable]