

Utility Bill Payment Extension Request

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Utility Bill Payment Extension

Dear [Utility Company Customer Service],

I hope this letter finds you well. My name is [Your Name] and I am a senior citizen residing at [Your Address]. Due to unforeseen circumstances, I am unable to make my utility bill payment for the period of [Insert Billing Period] by the due date of [Insert Due Date].

As a senior citizen, I am facing [briefly explain your situation: e.g., medical expenses, fixed income, etc.], which has put a strain on my finances.

I kindly request an extension for my utility bill payment until [Insert Requested Extension Date]. I assure you that I am fully committed to fulfilling my obligation and will make the payment by the extended date.

Thank you for considering my request. I appreciate your understanding and support during this difficult time.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Account Number, if applicable]