

Utility Bill Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request an extension for the payment of my utility bill due on [Insert Due Date]. As a student currently enrolled at [Your School/University Name], I am facing financial difficulties that make it challenging to meet the original deadline.

I kindly ask for an extension of [number of days/weeks you are requesting] to allow me the necessary time to secure the funds needed to pay my bill in full. I assure you that I am committed to fulfilling my financial obligations.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]