

# Late Payment Justification for Utility Bill

Date: [Insert Date]

Utility Company Name  
Address Line 1  
Address Line 2  
City, State, Zip Code

Dear [Utility Company Name or Customer Service],

I am writing to explain the delay in payment for my utility bill, account number [Insert Account Number], which was due on [Insert Due Date].

Unfortunately, due to [briefly explain reason for late payment, e.g., unexpected medical expenses, loss of income, etc.], I was unable to make the payment on time. I sincerely apologize for any inconvenience this may have caused.

I have since taken the necessary steps to rectify my financial situation and am prepared to make the payment by [Insert New Payment Date]. I kindly ask for your understanding in this matter and hope to maintain my good standing with your company.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]