

Extension Request for Electricity Supply Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request an extension for the Electricity Supply Agreement currently in place with your company, which is set to expire on [Insert Expiration Date]. Due to unforeseen circumstances, we are unable to meet the current terms by the stated deadline.

We kindly ask for an extension of [Insert Duration of Extension Request] to enable us to address the pending requirements and ensure a seamless continuation of service.

We truly appreciate your understanding in this matter and look forward to your favorable response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]