

Request for Extension of Utility Bill Payment Deadline

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to formally request an extension on the payment deadline for my utility bill, account number [Your Account Number], which is currently due on [Original Due Date].

Due to [brief explanation of your circumstances, e.g., unforeseen financial difficulties, medical emergencies, etc.], I am unable to meet the current payment deadline. I sincerely value the services provided by [Utility Company Name] and wish to maintain my account in good standing.

I kindly ask for an extension of [specific time frame, e.g., 30 days] to allow me the necessary time to arrange the payment. I am committed to resolving this matter promptly and am willing to adhere to any alternative arrangements you may suggest during this time.

Thank you for considering my request. I appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information or further clarification.

Warm regards,

[Your Full Name]

[Your Address]

[City, State, ZIP Code]