

Utility Payment Postponement Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a postponement of my upcoming utility payment due on [Insert Due Date] for my account number [Insert Account Number].

Due to [briefly explain the reason such as unexpected financial difficulties, medical emergencies, etc.], I am unable to make the payment by the original due date. I would greatly appreciate your understanding and support during this challenging time.

Could you please consider extending the payment deadline to [Insert Proposed New Due Date]? I assure you that I am committed to fulfilling my payment obligations and will make every effort to resolve my situation as soon as possible.

Thank you for your attention to this matter. I look forward to your understanding and a favorable response.

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Number]

[Your Email Address]