

Request for Utility Bill Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

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

I am writing to formally request an extension for the payment of my utility bill, which is due on [Due Date]. Due to [brief explanation of your situation, e.g., unforeseen financial difficulties, medical emergencies], I am unable to make the payment by the original due date.

I kindly ask for an extension of [number of days you need] days to settle the payment. I believe this additional time will allow me to manage my finances more effectively and ensure that I can pay the total amount due.

Thank you for considering my request. I appreciate your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]