

Inquiry for Adjusting Utility Bill Payment Timeline

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Utility Company's Customer Service/Specific Person's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting the payment timeline for my utility bill. My account number is [Your Account Number].

Due to [briefly explain your situation, e.g., unexpected financial difficulties, loss of income, etc.], I am experiencing challenges in meeting the current payment due date. I would greatly appreciate if we could explore options to extend the payment deadline or establish a manageable payment plan.

I value the services your company provides and wish to ensure my account remains in good standing. I am committed to fulfilling my financial obligations and believe that this adjustment would greatly assist me during this time.

Thank you for considering my request. I look forward to your prompt response and hope for a positive resolution.

Sincerely,

[Your Name]