

Inquiry Regarding Extended Due Date for Utility Bill

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 [Customer Service/Representative's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the due date for my upcoming utility bill. Due to [briefly explain reason, e.g., unforeseen circumstances, financial difficulties, etc.], I am concerned about my ability to meet the current deadline.

My account number is [Your Account Number], and the due date for the bill is currently set for [Original Due Date]. I would greatly appreciate any assistance you could provide in allowing a grace period or alternative arrangement for payment.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]