

# Notification for Seeking Extension on Utility Payment

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 [Utility Company Representative's Name],

I hope this message finds you well. I am writing to request an extension on my upcoming utility payment due on [insert due date]. Due to [brief explanation of circumstances, e.g., financial difficulties, unexpected expenses], I am currently unable to make the payment by the original deadline.

Therefore, I kindly ask if it would be possible to extend the payment deadline by [insert requested extension period, e.g., two weeks]. I appreciate your understanding and assistance in this matter.

Please let me know at your earliest convenience if my request can be accommodated. Thank you for your attention to this matter.

Sincerely,

[Your Name]