

# Request for Grace Period on Utility Bill

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request a grace period for my upcoming utility bill due on [Insert Due Date]. Due to [brief explanation of your circumstances, e.g., unforeseen financial difficulties, medical expenses, etc.], I am currently unable to make the payment by the due date.

Please consider allowing me an extension of [number of days requested] days to settle my bill without penalties. I assure you that I am committed to fulfilling my payment obligations and plan to pay the bill no later than [Insert New Proposed Payment Date].

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

Sincerely,

[Your Name]