

Request for Temporary Relief on Utility Bill Due Date

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Manager Name],

I hope this message finds you well. I am writing to formally request a temporary relief on my utility bill due date for account number [Your Account Number]. Due to [briefly explain your situation, e.g., unforeseen financial circumstances, temporary job loss, medical emergencies], I am experiencing challenges meeting the upcoming payment deadline.

I kindly ask for an extension of [number of days/weeks] to allow me some time to manage my financial situation better, which I assure you is temporary. I value your services and intend to maintain a positive relationship with your company.

Thank you for considering my request. I look forward to your understanding and assistance. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require further information.

Sincerely,

[Your Name]