

# Request for Utility Bill Extension

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 Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to request an extension on my upcoming utility bill due on [Original Due Date]. Due to unforeseen circumstances, I am currently unable to meet the payment deadline.

I kindly ask for an extension of [number of days/weeks you need] to enable me to settle the bill and avoid any penalties. I appreciate your understanding and assistance regarding this matter.

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

Sincerely,

[Your Name]