

# Utility Bill Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Payment Extension on Utility Bill

Dear [Utility Company Name/Representative],

I am writing to request an extension for the payment of my utility bill that is due on [Insert Due Date]. My account number is [Insert Account Number].

Due to [briefly explain reason, e.g., unforeseen circumstances, financial hardship], I am unable to make the full payment by the due date. I kindly request an extension until [Insert Requested Extension Date] to make the necessary payment.

I appreciate your understanding and assistance in this matter. Please let me know if any further information is required or if you need documentation to support my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]