

Appeal for Missed Utility Payment

Date: [Insert Date]

To,
[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Appeal for Missed Utility Payment

Dear [Utility Company Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally appeal regarding the missed payment for my utility account (Account Number: [Insert Account Number]) that was due on [Insert Due Date].

Unfortunately, due to unforeseen circumstances, such as [briefly explain circumstances e.g., illness, job loss, etc.], I was unable to make the payment on time. I understand the importance of timely payments and sincerely regret any inconvenience this may have caused.

I kindly request your understanding in this matter and ask if it would be possible to waive any late fees associated with this missed payment. I am committed to settling the outstanding amount and ensuring that this does not happen again in the future.

Thank you for your consideration. I appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]