

Request for Utility Payment Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to request an extension for my upcoming utility payment due on [Due Date]. Due to [brief explanation of your situation, e.g., unforeseen circumstances or financial hardship], I am unable to make the payment by the specified date.

I kindly request an extension of [number of days/weeks you need] to allow me time to manage my finances and ensure the payment is made. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Account Number]