

# Utility Past Due Notice Request for 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 Name],

Account Number: [Insert Account Number]

I am writing to formally request an extension on my utility payment, which is currently past due. Due to unforeseen circumstances, I am unable to make the payment by the original due date of [Insert Due Date].

I kindly request an extension of [number of days/weeks] to resolve this matter. During this time, I will do my best to gather the necessary funds to settle my account. I assure you that I value the services provided and am committed to fulfilling my obligations.

Please let me know if you require any additional information or documentation to process my request. I appreciate your understanding and assistance in this matter.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]