

Application for Utility Bill Date Change

Date: [Insert Date]

To,
[Utility Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Subject: Request for Change of Utility Bill Due Date

Dear [Customer Service Manager/Utility Company Name],

I hope this message finds you well. I am writing to request a change to the due date for my utility bill. My account number is [Your Account Number]. The current due date for my bill is [Current Due Date], and I would like to change it to [Requested Due Date].

The reason for this request is [Brief Explanation of Reason for Change], and I believe this adjustment will help ensure timely payments moving forward.

I appreciate your attention to this matter and look forward to your prompt response. If you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

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