

Urgent Utility Payment Request

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 Representative],

I am writing to request an urgent payment arrangement for my utility bill. My account number is [Account Number], and I have encountered unforeseen circumstances that have affected my ability to make the payment by the due date.

I kindly ask if you could assist me in setting up a payment plan or extending the due date to help me manage this situation. Your assistance would be greatly appreciated, as I want to ensure my utilities remain in good standing.

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

Sincerely,

[Your Name]