

Utility Bill Deadline Extension Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [Utility Company City, State, Zip]

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

I hope this message finds you well. I am writing to formally request an extension on my upcoming utility bill payment due to financial hardship. My account number is [Your Account Number].

Due to [brief explanation of financial hardship, e.g., job loss, medical expenses], I am currently unable to meet the payment deadline of [original due date]. I kindly ask for an extension of [number of days/weeks you need] to allow me the time to stabilize my situation.

I greatly appreciate your consideration of my request and assure you that I am committed to fulfilling my financial obligations. Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]