

Utility Bill Deferment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Business Name]

[Business 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 formally request a deferment on our utility bill for [Month/Year], account number [Account Number]. Due to unexpected challenges caused by [briefly explain the reason, e.g., economic downturn, pandemic, etc.], our business has experienced significant financial strain.

As a small business, we highly value our partnership with [Utility Company Name] and are committed to maintaining our account in good standing. We kindly ask for your understanding in granting us a deferment until [proposed deferment date]. This additional time will enable us to manage our finances and continue supporting our employees and customers.

Thank you for considering our request. We appreciate your support and look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Business Name]