Utility Bill Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name or "Customer Service"],

I hope this message finds you well. My name is [Your Name], and I am a senior citizen residing at the above address. I am writing to formally request an extension on my upcoming utility bill due on [Insert Due Date].

Due to [briefly explain reason - e.g., financial difficulties, unexpected medical expenses], I am currently facing challenges in meeting the payment on time.

I would greatly appreciate any assistance you can provide regarding an extension on my bill payment. I am committed to fulfilling my obligation and appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]