

# Utility Bill Late Payment Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I hope this message finds you well. My name is [Your Name], and I am a student currently enrolled at [Your School/University]. Due to unforeseen circumstances, I am unable to make my utility bill payment due on [Original Due Date].

I kindly request an extension for my upcoming utility bill payment. I expect to be able to make the payment by [Proposed New Payment Date]. I appreciate your understanding and consideration during this challenging time.

If needed, I am happy to provide any additional information or documentation to support my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]