

Utility Bill Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Account Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request an extension on my upcoming utility bill payment due on [Insert Due Date]. Due to [briefly explain your situation, e.g., unexpected financial hardship, medical expenses], I am currently unable to meet the payment deadline.

I kindly ask for an extension of [number of days/weeks you need] to make this payment. I assure you that I am committed to fulfilling my obligations and plan to make the payment by [Insert New Proposed Payment Date].

Thank you for considering my request. I appreciate your understanding and assistance during this difficult time. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if any further information is required.

Sincerely,

[Your Name]