

# Utility Bill Postponement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally request a postponement of my utility bill payments due to my temporary unemployment. My account number is [Your Account Number].

As a result of my recent job loss, I am currently facing financial difficulties and I am seeking your assistance in deferring my utility payments until I am able to secure employment.

I kindly ask for your understanding in this matter and am hopeful for a positive response. I appreciate your support during this challenging time.

Thank you for your consideration.

Sincerely,

[Your Name]