

Deferred Payment Option Request

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Utility Company Name] Customer Service,

I hope this letter finds you well. I am writing to formally request a deferred payment option for my utility bill due on [Insert Due Date]. Due to [briefly explain reason, e.g., unexpected financial difficulties], I am currently unable to make the full payment by the due date.

I kindly ask for your consideration in allowing me to defer this payment until [Insert Proposed Payment Date]. I assure you that I will be able to make the full payment at that time, and I appreciate your understanding and support during this challenging situation.

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

Sincerely,

[Your Name]

[Your Contact Information]