

# Utility Service Payment Extension Plan Request

Date: [Insert Date]

To,

[Utility Service Provider Name]

[Utility Service Provider Address]

[City, State, Zip Code]

Subject: Request for Payment Extension Plan

Dear [Utility Service Provider's Customer Service Department],

I hope this message finds you well. I am writing to request a payment extension plan for my utility bill associated with my account number [Insert Account Number]. Due to [briefly explain your reason, e.g., unforeseen circumstances or financial difficulties], I am unable to pay the full amount by the due date of [Insert Due Date].

I kindly request an extension until [Insert Requested Extension Date] to settle the outstanding payment. I assure you that I am committed to making timely payments and would greatly appreciate your understanding and support during this challenging time.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]