

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Delay in Electricity Bill Payment

Dear [Utility Company Name/Customer Service],

I hope this message finds you well. I am writing to inform you about an unexpected delay in my electricity bill payment for account number [Your Account Number]. Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, financial difficulties], I am unable to make the payment by the original due date of [Due Date].

I understand the importance of timely payments and sincerely apologize for any inconvenience this may cause. I am actively working to resolve this issue and plan to make the payment by [Proposed New Payment Date]. I kindly request your understanding and assistance regarding this matter. If possible, I would appreciate any options for payment arrangements or extensions that may be available.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Account Number]