

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

Subject: Request for Extension on Utility Bill Payment

Dear [Utility Company Customer Service/Specific Person's Name],
I hope this letter finds you well. I am writing to inform you of a delay in my utility bill payment for account number [Your Account Number] due on [Original Due Date].

Due to [brief explanation of the reason for the delay, e.g., unexpected financial difficulties, medical emergencies], I am unable to make the payment by the scheduled due date. I anticipate that I will be able to remit the payment by [Proposed New Payment Date].

I kindly request your understanding and would appreciate any assistance you could provide during this time. If possible, I would like to discuss options for a temporary payment arrangement or extension.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Account Number] (optional)
[Your Signature (if sending a hard copy)]