

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Customer Service Department/Attn: Billing]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Name or Billing Department],
I hope this letter finds you well. I am writing to formally request an extension on my upcoming utility bill payment due on [due date]. My account number is [your account number].

Due to [brief explanation of your circumstances, e.g., unexpected expenses, temporary loss of income], I am currently facing financial difficulties and am unable to make the payment by the due date.

I kindly ask for an extension of [number of days or specific date you are requesting] to allow me sufficient time to secure the necessary funds.

I appreciate your understanding and consideration of my request. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,
[Your Name]