

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

[Utility Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Utility Bill Payment

Dear [Utility Company Customer Service/Specific Name if known],  
I hope this letter finds you well. I am writing to address my recent  
utility bill for account number [Your Account Number].

Due to [reason for delay or issue, e.g., financial difficulties,  
oversight], I am unable to make the payment by the due date of [Due  
Date]. I kindly request an extension or the possibility of a payment plan  
to ensure my account remains in good standing.

I value the services provided and am committed to resolving this  
situation. Please let me know how we can move forward.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]