

[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 Utility Bill Payment

Dear [Utility Company Customer Service/Specific Person's Name],
I hope this message finds you well. I am writing to request assistance regarding my utility bill payment for the account number [Your Account Number]. Due to [brief explanation of your situation, e.g., financial difficulties, unexpected expenses], I am currently unable to make the payment by the due date of [Due Date].

I kindly ask for your understanding and request an extension on my payment or any available assistance programs that may help cover this bill. I value your services and am committed to fulfilling this obligation as soon as possible.

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

Sincerely,
[Your Name]