

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

Dear [Utility Company Representative's Name or "Customer Service"],  
Subject: Request for Utility Bill Extension

I hope this message finds you well. I am writing to formally request an extension for my upcoming utility bill payment due on [original due date] for my account number [your account number].

Due to [brief explanation of your circumstances, e.g., unexpected financial difficulties, medical expenses, etc.], I am unable to make the payment by the due date. I kindly ask for an extension of [number of days/weeks you are requesting] to allow me the time necessary to fulfill this obligation.

I appreciate your understanding and consideration of my request. Please let me know if there are any forms or documentation required for this process. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Account Number, if not mentioned earlier]