

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

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

Subject: Overdue Utility Fee Notice

Dear [Utility Company Contact Name],  
I hope this message finds you well.

I am writing to inform you regarding the overdue utility fee for my account #[Account Number]. As of [Due Date], the total amount due is [Amount Due].

Despite my efforts to ensure payment by the deadline, unforeseen circumstances have caused a delay. I respectfully request a brief extension to settle this fee.

I appreciate your understanding and am committed to resolving this matter. Please confirm receipt of this letter and advise on the next steps.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]