

Date: [Insert Date]

To,
The Manager,
[Utility Company Name]
[Utility Company Address]

Subject: Apology for Delay in Utility Bill Payment

Dear Sir/Madam,

I am writing to sincerely apologize for the delay in payment of my recent utility bill for account number [Insert Account Number]. I deeply regret any inconvenience or disruption this may have caused.

I fully understand the importance of making timely payments for continued and reliable service. The delay occurred due to [briefly mention reason, if applicable, e.g., unforeseen personal circumstances], and I take full responsibility for this oversight.

Please be assured that I am committed to settling the outstanding amount of [Insert Amount Due] in full by [Insert Payment Date]. I have already initiated the payment process and will ensure it is completed without further delay.

Moving forward, I will make every effort to ensure all future utility bills are paid promptly to avoid any recurrence of this situation. I value the relationship I have with [Utility Company Name] and appreciate your understanding and patience regarding this matter.

Thank you for your attention, and please feel free to contact me if you require any further information.

Yours sincerely,
[Your Name]
[Your Address]
[Contact Information]