

Letter to the Water Company

[Date]

[Your name]

[Address]

Subject: Request for postponement of water bill payments.

Respected Authorities,

This is to make an urgent request regarding the deferment in payment of water bills for my property bearing [----] situated at [-----]. I am trying my best to maintain my obligation. However, I am currently unable to make the payment due to the financial crisis that has arisen regarding the COVID-19 pandemic.

At present, I am not receiving the rent payments. As a result, I am unable to generate any revenues and am under a constant fight to survive. However, I am a sincere bill payer and have a good track record. I have all intentions of paying the bills once the situation stabilizes.

I am now sincerely and most humbly request you to allow deferment in payment of the bill amount and not impose any penalty on account of delay. I am committed to making bill payments on time and maintaining my good standing.

I want to thank you in advance for taking the time to consider my situation. If you have any questions, I can be reached at [Phone Number or Email address]. I look forward to your approval of the request, would be highly grateful for your kind consideration. I pray for your well-being and good health for your loved ones.

Best regards,

[Name and Signature]