

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

BGE Customer Service

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

Subject: Request for Utility Assistance

Dear BGE Customer Service,

I hope this letter finds you well. I am writing to request assistance with my utility bill. Due to [briefly explain your circumstance, e.g., job loss, medical emergency, etc.], I am currently facing financial difficulties that make it challenging for me to pay my recent bills. My account number is [Your Account Number], and the amount due is [Amount Due]. I would greatly appreciate any assistance or programs you may have to help me during this time.

Please let me know what documentation or information is required to process my request. Thank you for your attention to this matter.

Sincerely,
[Your Name]