

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

Subject: Request for Economic Assistance for Utility Services

Dear [Utility Company Representative's Name],

I hope this letter finds you well. I am writing to formally request economic assistance for my utility services due to unforeseen financial hardships. My account number is [Your Account Number].

Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], I am currently experiencing difficulties in managing my utility bills. I have made every effort to meet my financial obligations, but despite my best efforts, I am unable to maintain my payments.

I would appreciate any assistance your company can provide, such as payment plans, discounts, or any available assistance programs. I am committed to finding a resolution and would value your guidance on potential options.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Account Number] (if applicable)