

[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 Fee Waiver on Utility Bills

Dear [Utility Company Customer Service/Specific Person's Name],
I hope this letter finds you well. I am writing to formally request a waiver of fees associated with my utility bills (Account Number: [Your Account Number]). Due to [briefly explain your reason, e.g., financial hardship, medical issues, etc.], I am currently unable to meet my financial obligations.

[Optional: Include any relevant details or supporting information, such as recent job loss, unexpected medical bills, etc.]. Given my current circumstances, I would greatly appreciate your consideration of my request for a fee waiver to help alleviate some of my financial burden. I understand the importance of maintaining my utility services and am committed to addressing any outstanding balances as soon as my situation improves. If required, I am more than willing to provide any documentation needed to support my request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

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