

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

[Recipient's Name]  
[Recipient's Title]  
[FPL Company Name]  
[FPL Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance with my FPL account due to [briefly explain your situation, e.g., financial hardship, service issues].

[Provide a detailed explanation of your situation, including any relevant account information and specific requests for support or assistance.]

I would greatly appreciate any guidance or support you can provide during this time. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your FPL Account Number, if applicable]