

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

The Manager

[Gas Distribution Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Ujjwala Bill Waiver

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a waiver for my Ujjwala gas bill for the month of [Month/Year].

Due to [briefly explain your reason, e.g., financial hardship, medical emergency], I am unable to pay the bill amount of [Specify Amount]. I kindly request your understanding and support in waiving this bill to alleviate my current situation.

I have been a loyal customer since [Year] and have always tried to make timely payments. I appreciate the assistance your company provides to families like mine through the Ujjwala scheme.

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

Sincerely,

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