

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

Dear [Utility Company Customer Service/Specific Contact Name],

Subject: Inquiry Regarding Utility Assistance Programs

I hope this letter finds you well. My name is [Your Name], and I am a customer residing at [Your Address]. I am writing to inquire about any utility assistance programs that may be available through your company. Due to [brief explanation of your current situation, e.g., financial hardship, unemployment, medical issues], I am finding it increasingly challenging to keep up with my utility bills. I would like to explore any potential options for assistance that could support me during this difficult time.

Specifically, I am interested in learning about:

1. Any available payment plans or programs that could help lower my monthly bills.
2. Eligibility criteria for assistance programs.
3. Documentation required to apply for assistance.
4. Deadlines or timeframes for submitting an application.

I have been a customer of [Utility Company Name] since [Year], and I appreciate the service that your company provides. I believe that with some assistance, I can continue to meet my obligations and maintain my utility services.

Thank you for considering my request. I would greatly appreciate any information or guidance you can provide regarding the available assistance programs. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information or clarification.

Sincerely,
[Your Name]