

[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 Assistance with Utility Payment

Dear [Utility Company Customer Service/Specific Contact Person],  
I hope this letter finds you well. I am writing to formally request assistance regarding my utility payments. My account number is [Your Account Number].

Due to [briefly explain the reason for your difficulty, e.g., loss of income, medical expenses], I am experiencing financial hardship and am unable to meet my bill payments at this time.

I would greatly appreciate any help or payment plans you could offer to assist me in managing my account. I have been a customer since [Year] and always aim to maintain good standing.

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

Sincerely,  
[Your Name]