

[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 Utility Bill Assistance

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to request assistance with my utility bill due to [briefly explain your situation, e.g., unexpected financial hardship, job loss, medical expenses, etc.].

My account number is [your account number], and I have been a customer since [your start date with the utility company]. Unfortunately, due to [further details of your situation], I am struggling to keep up with my monthly payments.

I am respectfully requesting any available assistance programs or payment arrangements that could help me during this difficult time. I am committed to fulfilling my obligations and would greatly appreciate any support you can offer.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

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