

[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: Request for Utility Service Assistance

I hope this letter finds you well. My name is [Your Name], and I am writing to request assistance with my utility services due to [briefly explain your situation, e.g., financial hardship, unexpected circumstances].

My account number with your company is [Account Number]. Due to [specific reason for hardship, e.g., job loss, medical bills, etc.], I have been unable to meet my payment obligations. I kindly request your understanding and assistance in this matter.

I would greatly appreciate any available options for payment arrangements, assistance programs, or any further resources that could help me manage my utility services during this challenging time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]