

[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 Emergency Utility Aid

Dear [Utility Company Representative's Name or Customer Service  
Department],

I am writing to formally request assistance regarding my utility services due to a recent emergency that has significantly impacted my financial situation.

My account number is [Your Account Number]. I have been a customer since [Year], and due to [briefly describe the emergency, e.g., job loss, medical emergency, etc.], I am struggling to meet my upcoming utility payment due on [Due Date].

I kindly ask for any available programs or options, such as a payment plan or temporary assistance, to help me during this difficult time. Thank you for considering my request. I appreciate your assistance and look forward to resolving this matter promptly.

Sincerely,  
[Your Name]