

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

Subject: Letter of Hardship for Utility Assistance

Dear [Utility Company Name or Customer Service Department],

I am writing to formally request assistance with my utility bill due to a significant financial hardship that I am currently experiencing. I have been a customer of [Utility Company Name] for [duration of time] and have always made it a priority to keep my account in good standing.

Recently, [briefly explain your hardship, e.g., job loss, medical emergency, unexpected expenses]. This situation has severely impacted my ability to meet my financial obligations, including my monthly utility bills.

Due to this hardship, I am requesting assistance in the form of a payment plan, reduced rates, or any available programs that could help alleviate my current financial burden. I am committed to fulfilling my obligations and ensuring that my account remains in good standing.

Enclosed are documents that provide proof of my current financial situation, including [list any documents you are including, e.g., income statements, layoff notices, medical bills].

Thank you for considering my request for assistance. I hope to hear from you soon regarding possible options and support available during this difficult time.

Sincerely,

[Your Name]
[Your Account Number if applicable]
[Enclosures: List of documents]