

[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],
I hope this letter finds you well. I am writing to request assistance with my utility expenses due to [brief explanation of your situation, e.g., financial hardship, medical emergency, job loss].
My account number is [your account number], and I have been a customer since [year]. Unfortunately, [provide details about your current financial situation and how it has affected your utility payments].
I would greatly appreciate any support or options for payment plans that can help me manage my current expenses.
Thank you for your time and consideration. I look forward to your prompt response.
Sincerely,
[Your Name]