

[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 Assistance

Dear [Utility Company Representative's Name],

I hope this letter finds you well. I am writing to formally request assistance with my utility bill for the month of [month/year]. Due to [brief explanation of your situation, e.g., job loss, medical expenses, etc.], I am experiencing financial difficulties that make it challenging for me to meet my utility payment obligations.

My account number is [your account number], and the current balance is [your balance]. I have always made an effort to pay my bills on time, but unfortunately, my circumstances have changed.

I would greatly appreciate any assistance programs or payment plans that you could offer to help me during this difficult time. I am committed to resolving this situation and continuing my good standing with your company.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]