

[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 Representative's Name or Customer Service Department],

Subject: Request for Utility Bill Relief

I hope this letter finds you well. I am writing to formally request your consideration for relief on my utility bill due to [specific reason, e.g., financial hardship, recent unemployment, medical issues, etc.]. During the past [time period], I have faced [briefly explain your circumstances, e.g., job loss, unexpected medical expenses, etc.]. Despite my efforts to manage my finances, I am struggling to keep up with my utility payments and maintain essential services for my household. With [mention any relevant details, e.g., "the winter season approaching," or "the ongoing economic challenges,"], I am particularly concerned about my ability to pay my upcoming bills. Utility services are essential for my family's safety and wellbeing, and losing access would have severe consequences.

I have always valued and fulfilled my obligations as a customer of [Utility Company Name], and I hope that you can assist me during this difficult time. I kindly request a [specific type of relief, e.g., payment plan, reduction, or temporary suspension of fees], which would greatly alleviate my financial burden.

I understand that you have guidelines and procedures for assessing such requests, and I am eager to cooperate fully. I am willing to provide any necessary documentation to support my request, such as [mention any documents, e.g., proof of income, medical bills, etc.].

Thank you for considering my situation. I appreciate your time and understanding, and I hope to hear from you soon.

Sincerely,

[Your Name]  
[Your Account Number, if applicable]