

[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 Support

Dear [Utility Company Customer Service/Specific Person's Name],
I hope this letter finds you well. I am writing to request assistance regarding my utility services, account number [Your Account Number]. Due to [briefly explain your situation, e.g., temporary financial hardship, medical emergency], I am facing challenges in maintaining my utility payments.

I kindly request information on available support programs, payment plans, or any assistance you may offer to help customers in situations like mine. I greatly appreciate any guidance or resources you can provide.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]