

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

Dear [Utility Company Customer Service/Specific Contact Person],
I hope this message finds you well. I am writing to request assistance with my utility services at my residence located at [Your Address]. Due to [briefly explain your situation, e.g., financial difficulties, unexpected circumstances], I am currently facing challenges in meeting my utility payment obligations. I would greatly appreciate any support or resources that you could provide to help me manage my current situation. Specifically, I am seeking [mention the type of assistance you need, such as payment plans, deferments, or any programs available for customers in need].

Thank you for your time and consideration. I look forward to your response and hope for your understanding.

Sincerely,
[Your Name]