

[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 Department/Specific Name],
I hope this letter finds you well. I am writing to request assistance with my utility account due to [briefly explain your situation, e.g., financial hardship, unexpected expenses, medical emergencies, etc.]. My account number is [your account number] and I have been a customer since [year]. Due to [specific reason, e.g., loss of job, illness], I am currently facing challenges in making my payments on time. I value the service your company provides and am eager to find a solution. I would greatly appreciate any available support, such as payment plans, hardship programs, or discounts that could help alleviate my current situation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]