

[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],

Subject: Application for Utility Aid

I hope this letter finds you well. I am writing to formally request assistance through your utility aid program. Due to [briefly explain your situation--e.g., financial hardship, medical issues, job loss], I am currently facing difficulties in meeting my utility payment obligations. I have been a customer of [Utility Company Name] for [duration of your service] and have always strived to maintain my payments on time. Unfortunately, due to [details about your situation], my financial situation has changed significantly.

I kindly request that you consider my application for utility aid, as it would help me manage my current circumstances and ensure that I can continue to receive essential services. I have attached relevant documentation [list any documents you are including, such as income statements, medical records, etc.] to support my application.

Thank you for considering my request. I appreciate any assistance you may be able to provide during this challenging time. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]