

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

Subject: Appeal for Utility Assistance

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my request for utility assistance, account number [Your Account Number], submitted on [Date of Original Request].

Due to [briefly explain your situation, e.g., job loss, medical expenses], I have been unable to meet my utility payment obligations for the past few months. I believe my case warrants reconsideration for assistance based on [mention any specific reasons or supporting documents you've included].

I have attached [list any supporting documents, e.g., income statements, bills, letters] to provide further context to my situation. I kindly request that you review my appeal and reconsider my application for assistance.

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

Sincerely,
[Your Name]