

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

[Date]
[Social Services Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Utility Assistance

Dear [Social Services Representative's Name],
I hope this letter finds you well. I am writing to request assistance with my utility bills due to [briefly explain your situation, e.g., financial hardship, job loss, medical expenses].

My current utility expenses include [list specific utilities, e.g., electricity, water, gas], and I am struggling to make these payments. I have attached relevant documentation to support my request, including [list any documents such as bills, pay stubs, etc.].

I appreciate your attention to this matter and hope for your assistance during this challenging time. Please let me know if you require any further information.

Thank you for considering my request.

Sincerely,

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