

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

Subject: Application for Utility Assistance Program

Dear [Utility Provider Contact Name or "Customer Service"],  
I am writing to apply for assistance through your Utility Assistance Program. My name is [Your Name], and I am currently facing financial difficulties due to [brief description of circumstances, e.g., unemployment, medical emergency, etc.].

I would appreciate any assistance you can provide to help me maintain my utility services during this challenging time. Enclosed with this letter are the necessary documentation, including [list documents enclosed, e.g., proof of income, bills, etc.].

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

Sincerely,

[Your Name]

[Your Account Number, if applicable]