

[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]