

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

[Utility Company Name]
[Customer Service Department]
[Company Address]
[City, State, Zip Code]

Subject: Application for Financial Aid Assistance

Dear [Utility Company Representative's Name],

I hope this letter finds you well. I am writing to formally request financial assistance for my utility account due to recent financial hardships that have made it challenging for me to keep up with my bills.

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Due to [brief explanation of situation, e.g., loss of employment, medical expenses, etc.], I have experienced significant financial stress. I have been a customer of [Utility Company Name] for [number of years] and have consistently paid my bills on time until now.

I kindly request your consideration for any available financial aid programs or assistance options that may help me manage my current situation. I am willing to provide any necessary documentation or information needed to support my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]