

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

[Utility Service Provider's Name]
[Utility Service Provider's Address]
[City, State, Zip Code]

Subject: Request for Utility Service Assistance

Dear [Utility Service Provider's Customer Service/Specific Name],
I hope this letter finds you well. I am writing to request assistance with my utility service account (Account Number: [Your Account Number]) due to [briefly explain your situation, e.g., financial hardship, medical condition, etc.].

I have been a customer since [Year] and have always strived to meet my payment obligations. However, [provide details on your current situation and why you need assistance].

I would greatly appreciate any support or programs you offer that can help alleviate my situation. Specifically, [mention any specific help you are seeking, such as payment plans, discounts, etc.].

Thank you for your consideration. I look forward to your prompt response.
Sincerely,

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