

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

Subject: Request for Utility Bill Assistance

Dear [Utility Company Representative's Name],
I hope this letter finds you well. I am writing to formally request assistance with my utility bill for the month of [Month] due to [brief explanation of your situation, e.g., financial hardship, loss of income, etc.].

My account number is [Your Account Number], and my total bill amount is [Total Amount]. I have been a customer since [Year], and I have always strived to keep my payments current. However, [details about your current financial situation and why you need assistance].

I would greatly appreciate any assistance or resources that you could provide to help me manage this financial burden. Please let me know if there are any forms or documents that you require from me to proceed with my request.

Thank you for considering my situation. I look forward to your prompt response.

Sincerely,
[Your Name]