

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

Customer Service

Xcel Energy

[Company Address]
[City, State, ZIP Code]

Subject: Application for Energy Assistance Program

Dear Xcel Energy Customer Service,

I am writing to apply for the Xcel Energy Assistance Program. Due to [brief explanation of your circumstances, e.g., financial hardship, medical issues], I am experiencing difficulty in managing my energy bills.

Please find attached the required documentation to support my application, including [list any necessary documents such as pay stubs, medical bills, etc.].

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my situation.

Sincerely,

[Your Name]