

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

Dear [Utility Company Name/Customer Service Team],

Subject: Utility Issue - Request for Consideration

I am writing to inform you about an ongoing issue with my utility service at my residence located at [Your Address]. Due to [briefly describe the issue, e.g., "an unexpected power outage" or "water supply interruption"], I have been unable to [mention the impact it has had on your daily activities, e.g. "carry out my daily tasks" or "use essential appliances"].

The issue began on [date issue started] and has persisted despite my attempts to [mention any actions you have taken to resolve the issue, e.g., "contact customer service"]. I kindly request your assistance in resolving this matter at your earliest convenience.

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

Sincerely,
[Your Name]