

# Letter of Appeal for Reconsideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Utility Company Name

Customer Service Department

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Name],

I am writing to formally appeal the disconnection of my utility service, account number [Insert Account Number], which took place on [Insert Disconnection Date]. I understand the reasons behind this action; however, I would like to present my case for reconsideration.

Due to [briefly explain your situation, e.g., unexpected financial hardship, medical emergencies, etc.], I was unable to make timely payments. I have since taken steps to ensure this will not happen again, including [mention any steps like budgeting, payment plans, etc.].

As a loyal customer for [duration], I highly value the service provided by [Utility Company Name] and would sincerely appreciate any consideration you can offer regarding the reinstatement of my services. I am committed to resolving this situation and ensuring future compliance with payment requirements.

Please let me know if there is any further information or documentation you require to support my appeal. I am hoping for a favorable response and look forward to hearing from you soon.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]