

Financial Hardship Notification

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Customer Service],

I am writing to formally notify you of my current financial hardship that is affecting my ability to pay my utility bills. Due to [brief explanation of the situation, e.g., loss of employment, medical expenses, etc.], I am experiencing financial difficulties that have impacted my household budget.

My account number is [Insert Account Number], and I have always strived to meet my payment obligations. However, under the present circumstances, I am unable to make my usual payments. I kindly request your understanding and assistance during this difficult time.

I would like to explore any options available for assistance or a possible payment plan that could help alleviate this burden. I appreciate your consideration of my situation and look forward to your supportive response.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]