

# Utility Bill Debt Forgiveness Appeal

Date: [Insert Date]

To: [Utility Provider Name]

Address: [Utility Provider Address]

City, State, Zip: [Utility Provider City, State, Zip]

Subject: Request for Utility Bill Debt Forgiveness

Dear [Utility Provider Customer Service/Specific Contact Name],

I am writing to formally appeal for forgiveness of my outstanding utility bill balance. My account number is [Your Account Number]. I have been a customer since [Date] and have always strived to meet my payment obligations. However, due to [explain your circumstances, e.g., financial hardship, job loss, medical issues], I am currently unable to pay my outstanding bill of [Total Amount Owed].

I kindly request your consideration for debt forgiveness or a reduced payment plan. I have attached documentation supporting my financial situation for your review.

I appreciate your understanding and assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further details.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip]