

Utility Bill Financial Hardship Explanation

Date: [Insert Date]

To: [Utility Company Name]

Account Number: [Insert Account Number]

Address: [Insert Utility Company Address]

Dear [Utility Company Representative],

I am writing to explain my current financial hardship and to seek assistance regarding my utility bill. Due to [briefly explain the reason: loss of employment, medical emergencies, etc.], I have been faced with unexpected expenses that have made it difficult for me to keep up with my utility payments.

As a result, my account is in arrears, and I am concerned about the possibility of disconnection. I have always strived to meet my obligations, and this situation is temporary. I am actively working to address my financial issues through [mention any actions taken: seeking new employment, applying for assistance, etc.].

I kindly request that you consider any available options for payment plans or financial assistance programs that could help me during this difficult time. I appreciate your understanding and support.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]