

Letter of Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Appeal for Online Access to Utility Account

Dear Customer Service Team,

I am writing to formally appeal for online access to my utility account with [Utility Company Name]. My account number is [Account Number]. As a long-time customer, I believe that having online access will provide me with greater convenience in managing my utility services.

Due to [briefly explain any circumstances, e.g., mobility issues, busy schedule], I find it increasingly challenging to handle my account matters only through traditional means. Online access would allow me to view my bills, make payments, and update my information efficiently.

I kindly request your assistance in restoring my online access. If there are specific requirements or steps I need to fulfill to proceed with this request, please let me know, and I will be more than willing to comply.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]