

# Request for Assistance

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Utility Company Name] [Utility Company Address] [City, State, Zip Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to express my concerns regarding my recent utility bills, which have significantly increased over the past few months. As a [briefly explain your situation, e.g., single parent, recent job loss, etc.], this unexpected increase has caused financial strain.

I would like to request assistance in reviewing my account and determining if there are any programs or options available that could help alleviate this burden. I am committed to promptly addressing my utility payments and appreciate any guidance or support you can provide.

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

Sincerely,

[Your Name]