

Appeal for Temporary Utility Bill Discount

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I hope this message finds you well. I am writing to formally request a temporary discount on my utility bill due to [briefly explain the reason, e.g., financial hardship, medical issues, etc.]. My account number is [Account Number].

Due to [provide a more detailed explanation of the situation], I have encountered unforeseen financial difficulties. This has made it increasingly challenging to maintain my regular payments.

I kindly ask for your understanding and consideration in granting me a temporary discount or payment plan to help ease my burden during this time. I am committed to maintaining my account in good standing and hope to resolve this matter promptly.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]