

[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 Customer Service/Manager's Name],

I hope this message finds you well. I am writing to formally request a reduction in my utility payments due to unforeseen circumstances that have affected my financial situation.

My account number is [Your Account Number]. Due to [briefly explain circumstances, e.g., job loss, medical emergency], I am finding it increasingly difficult to manage my current utility expenses.

I kindly ask if you could consider my request for a temporary reduction in my utility payments. I believe this would greatly assist me during this challenging time and enable me to continue making regular payments moving forward.

I appreciate your understanding and consideration of my request. Please let me know if you require any additional information or documentation to support my case. I look forward to your positive response.

Thank you for your time.

Sincerely,
[Your Name]