Assistance Inquiry Letter

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],

I am writing to inquire about assistance programs available for water and electricity bills. Due to [briefly explain your circumstance, e.g., loss of employment, medical expenses], I am experiencing difficulty keeping up with my utility payments.

My account number is [Your Account Number]. I would appreciate any information regarding assistance programs, payment plans, or available resources that may help me manage my bills during this challenging time.

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

Sincerely,

[Your Name]