

Financial Hardship Notification

Date: [Insert Date]

To: [Utility Provider Name]

Address: [Utility Provider Address]

Account Number: [Insert Account Number]

Dear [Utility Provider],

I hope this message finds you well. I am writing to officially notify you of my current financial hardship, which has impacted my ability to pay my utility bills on time.

Due to [briefly explain the reason for financial hardship, e.g., job loss, medical expenses, etc.], I am facing difficulties in managing my monthly expenses. As a result, I am unable to make my upcoming payment of [insert amount] by the due date of [insert due date].

I kindly request your understanding and assistance during this challenging time. I would appreciate any options available for payment arrangements, extensions, or assistance programs that could help alleviate my immediate financial burden.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]