

Inquiry for Emergency Utility Funds

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Utility Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the availability of emergency utility funds offered by [Utility Company/Organization Name]. Due to [briefly explain your situation, e.g., unexpected job loss, medical expenses], I am facing difficulty in managing my utility bills and would appreciate any assistance available.

Could you please provide me with information regarding the application process, eligibility criteria, and any required documentation? I would be grateful for any support or guidance you can provide during this challenging time.

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

Sincerely,

[Your Name]