

Notification of Financial Difficulties

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Name],

I am writing to formally notify you that I am currently experiencing financial difficulties that are affecting my ability to make timely utility payments. Due to [briefly explain the reason, e.g., job loss, unexpected expenses], I am facing challenges in managing my finances.

As a result, I request your understanding and assistance in this matter. I would like to discuss possible options for payment arrangements or any available assistance programs that may help me during this difficult time.

My account number is [Insert Account Number]. Please let me know a suitable time for us to discuss this further.

Thank you for your attention to this matter. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]