

# Utility Assistance Program

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you about the Utility Assistance Program available in your area. This program is designed to help eligible individuals and families manage their utility expenses.

## Service Area Information

The Utility Assistance Program serves the following regions:

- [City/Region 1]
- [City/Region 2]
- [City/Region 3]
- [City/Region 4]

## Eligibility Requirements

To qualify for assistance, applicants must meet the following criteria:

- Income below a certain threshold
- Proof of residency in the service area
- Account must be active with the utility provider

## Application Process

Interested applicants can apply by:

- Visiting our website at [Insert Website]
- Calling our service hotline at [Insert Phone Number]
- Visiting our office located at [Insert Office Address]

We encourage you to apply soon, as funds are limited. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention, and we look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]