

Utility Bill Affordability Assistance Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request information regarding the Utility Bill Affordability Assistance Plan. Due to [briefly explain your situation, e.g., financial hardship, unemployment], I am finding it increasingly challenging to manage my monthly utility expenses.

I would like to inquire about any available assistance programs, eligibility criteria, and the application process. My hope is to find a solution that can help alleviate the financial burden of my utility bills during this difficult time.

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

Sincerely,

[Your Name]