

# Letter of Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Assistance Program Name]

[Program Address]

[City, State, Zip Code]

## **Subject: Appeal for Denied Utility Assistance Application**

Dear [Utility Assistance Program Coordinator's Name],

I am writing to formally appeal the decision regarding my application for utility assistance, which was denied on [date of denial]. My application reference number is [application number].

I understand that my application was denied based on [briefly state reason for denial]. However, I would like to provide additional information that I believe may support my eligibility for assistance.

[Here, include specific details, supporting documents, or extenuating circumstances that were not initially considered. Explain any changes in your financial situation or other relevant factors.]

As a low-income applicant, the denial of assistance significantly impacts my ability to pay my utility bills, and I am at risk of [mention any consequences related to the denial, such as disconnection of services].

I respectfully request that you review my appeal and consider my circumstances for reevaluation. I am willing to provide any further documentation or clarification needed to support my case.

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

Sincerely,

[Your Name]