

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Utility Assistance Program
[Utility Company Name]
[Utility Company Address]
City, State, Zip Code

Dear [Utility Assistance Program Coordinator's Name],

I am writing to inquire about utility assistance benefits available for low-income families, as I believe I may qualify for such programs. I am seeking support with my utility bills due to my current financial situation.

Please provide me with detailed information regarding the eligibility criteria, application process, and any necessary documentation required for consideration. Additionally, I would appreciate any guidance on deadlines or specific programs that cater to families in need.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]