

Utility Assistance Status Update Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to request an update on the status of my utility assistance application submitted on [Insert Submission Date]. As a low-income individual, this assistance is crucial for my well-being and financial stability.

My application reference number is [Insert Reference Number]. If additional information is required to process my request, please do not hesitate to contact me.

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

Sincerely,

[Your Name]