

20 Barbados Street
Auburn NSW 2144

22 June 20xx

Hardship Manager
Western Sydney Energy Company
1 Blue Street
Blacktown NSW 2148

Dear Hardship Manager,

Request for hardship payment plan for electricity bill

Account Name: Azra Kay Allen

Account Reference No. 900 000 009

I have been in financial hardship because of my changed circumstances. I am currently working on a casual basis and looking for a new job.

I can afford to pay \$100 fortnight by direct debit to cover the ongoing usage and arrears.

If requested, I am happy to provide details of my current income and expenditure to demonstrate my financial circumstances.

Would you please also advise me of any concessions, vouchers and services that I may be eligible for, given that I am experiencing financial difficulty?

Please do not add late fees and charges to my account while I am experiencing hardship.

If I have not received a response from you within 30 days, I intend to take my request for a hardship variation to the Energy and Water Ombudsman.

I look forward to hearing from you soon.

Regards,

AK. Allen

Azra Kay Allen