EMAIL TEMPLATE FOR COMMUNITY ORGS

V3 9.23.2021

Dear [insert name of contact or organization],

Good [morning/afternoon/evening]!

We wanted to inform you of two federal programs designed to help low-income Indiana households pay their energy and water bills.

Indiana’s **Low-Income Home Energy Assistance Program** (LIHEAP) and **Low-Income Household Water Assistance Program** (LIHWAP), operated by Indiana Housing & Community Development Authority (IHCDA) will be accepting applications from **October 1, 2021** to **May 16, 2022.** Residents can apply at [EAP.ihcda.in.gov](http://eap.ihcda.in.gov/).

Indiana residents can apply for federal funding to help pay for their utility bills. **New this year**, residents can apply for both energy assistance and water/wastewater utility assistance using the same application.

Applying for energy and water assistance can also help residents avoid being without electricity or a heating source during the coldest months of the year. The application, along with the state’s moratorium, are designed to prevent disconnections from December 1, 2021 to March 15, 2022.

Attached to this email are a brochure, letter insert, flier and poster that can be used to inform your community—only with your help can we help prevent utility shutoffs and homelessness throughout Indiana! Please help us provide these benefits to as many people as possible.

Thank you, again, for working with us. Together we can help our most vulnerable residents remain safe and warm in their homes. Thanks, too, for helping us demonstrate the importance of and the need for continued funding of these valuable assistance programs.

Sincerely,

[insert name]

[insert title]

[insert logo]