

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Utility Company Name]
[Collections Department Address]
[City, State, Zip Code]

RE: Settlement Offer for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing regarding the overdue balance on the above-referenced utility account. The current records indicate an outstanding balance of \$[Total Amount Owed].

Due to unexpected financial hardship, I am unable to pay the full balance at this time. However, I would like to resolve this matter amicably. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as payment in full for the account.
- Any remaining balance will be waived and the account will be closed with a zero balance.
- The utility company will report this account to all credit bureaus as "Paid in Full" or "Settled in Full."
- All negative marks or late payment entries associated with this specific debt will be removed from my credit report.

If you accept these terms, please provide a written agreement signed by an authorized representative. Upon receipt of the written confirmation, I will issue the payment via [Certified Check/Money Order/Electronic Transfer] within [Number] business days.

Please note that this letter is for settlement purposes only and does not constitute an admission of the validity of the debt if this offer is rejected.

I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]