

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

[Date]

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

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

To Whom It May Concern,

I am writing regarding the outstanding balance of \$[Total Amount Owed] on the above-referenced utility account. Due to unexpected financial hardship, I am unable to pay the full balance at this time.

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This amount represents [Percentage]% of the current total balance.

If you accept this offer, I request that you agree to the following terms:

- 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 account status will be reported to credit bureaus as "Paid in Full" or "Settled in Full."
- All collection efforts and late fees related to this account will cease immediately.

I am prepared to make this payment by [Date] via [Payment Method, e.g., Certified Check/Credit Card] once I receive written confirmation of your acceptance of these terms.

Please send your written acceptance to the address listed above or via email at [Your Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]