

Date: [Insert Date]

To:

[Utility Company Name]

[Collections Department Address]

[City, State, Zip Code]

Re: Settlement Offer for Delinquent Account

Account Number: [Insert Account Number]

Total Outstanding Balance: \$[Insert Total Amount]

To Whom It May Concern,

I am writing regarding the outstanding balance on the above-referenced utility account. Due to unexpected financial hardship, I am currently unable to pay the full balance owed.

I would like to offer a one-time, lump-sum payment of \$[Insert Offer Amount] to settle this account in full. This offer represents approximately [Insert Percentage]% of the total balance.

In exchange for this payment, I request that [Utility Company Name] agrees to:

- Accept this amount as payment in full for the debt.
- Release me from any further financial liability regarding this account.
- Update my credit report to reflect the account as "Paid in Full" or "Settled."
- Cease all further collection activities and internal interest charges.

If this offer is acceptable, please provide a written confirmation or a formal settlement agreement. Once I receive the written agreement, I will issue the payment via [Insert Payment Method, e.g., Certified Check] within [Number] business days.

Thank you for your time and for considering this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Service Address]

[Your Phone Number]

[Your Email Address]