

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

[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 outstanding balance of \$[Total Amount Owed] on the above-referenced 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 a 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 forgiven and written off.
- The account status will be reported to credit bureaus as "Paid in Full" or "Settled in Full."
- All further collection efforts and interest accruals will cease immediately.

Please provide a written response on company letterhead confirming your acceptance of these terms. Once I receive the written agreement, I will issue the payment via [Payment Method] within [Number] business days.

Thank you for your time and consideration of this proposal.

Sincerely,

[Your Signature]
[Your Printed Name]