

FINAL NOTICE: URGENT ACTION REQUIRED

[Date]

[Utility Provider Name]

[Department Name]

[Address Line 1]

[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Subject: Settlement Offer for Outstanding Arrears

To the Collections Manager,

I am writing regarding the final notice received on [Date] concerning the outstanding balance of \$[Total Amount Owed] on my account. I acknowledge this debt and would like to resolve this matter immediately to avoid further collection actions or disconnection of services.

Due to [briefly state reason: e.g., financial hardship, medical emergency, or unemployment], I am currently unable to pay the full balance in one lump sum. However, I am committed to settling this debt and would like to propose the following settlement offer:

Option 1: Partial Payment Settlement

I offer to pay a one-time lump sum of \$[Offer Amount] by [Date] as full and final settlement of the debt. In exchange, I request that the remaining balance be waived and that my credit report be updated to show the account as "Paid in Full."

Option 2: Monthly Installment Plan

If a settlement is not possible, I propose a payment plan of \$[Amount] per month, starting on [Start Date], until the total balance is cleared.

Please let me know which option is acceptable to you. I am eager to resolve this and maintain my utility services. If we reach an agreement, I request a written confirmation of the terms before I send the first payment.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]