

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

[Date]

[Name of Utility Company]
[Department Name, e.g., Billing/Collections]
[Company Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to you regarding the outstanding balance of \$[Total Amount Owed] on my account. I am currently experiencing severe financial hardship due to [briefly state reason, e.g., job loss, medical emergency, or reduced income].

Because of my current financial situation, I am unable to pay the full balance. However, I am committed to resolving this debt and would like to propose a one-time, full and final settlement offer of \$[Insert Offer Amount, e.g., 50% of the total].

I can make this payment immediately via [mention payment method] if you agree to waive the remaining balance and update my account status accordingly. If this offer is accepted, I request a written confirmation stating that this payment will satisfy the entire debt and that no further collection actions will be taken.

If a lump-sum settlement is not possible, I would like to request a formal payment plan of \$[Amount] per month starting on [Date] to clear the arrears over time without the threat of service disconnection.

Thank you for your time and for considering my request during this difficult time. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]