

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

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

Dear Billing Department,

I am writing regarding the outstanding balance of \$[Total Amount Owed] on my utility account. Due to unexpected financial difficulties, I am currently unable to pay the full balance in one lump sum.

I value my relationship with [Utility Company Name] and wish to resolve this debt. I am proposing a settlement offer of \$[Insert Amount You Can Pay] to settle the account in full. I am prepared to make this payment by [Insert Date] if this offer is accepted.

If you are unable to accept a lump-sum settlement, I would like to request a formal payment plan. I am able to commit to paying \$[Amount] per month starting on [Date] until the arrears are cleared, in addition to my regular monthly usage charges.

Please review this proposal and provide a written response confirming your acceptance or suggesting an alternative arrangement. I look forward to resolving this matter quickly.

Sincerely,

[Your Signature]

[Your Printed Name]