

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone 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 currently unable to pay the full balance.

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] to settle this debt in full. This offer is a good-faith attempt to resolve the matter and is valid until [Expiration Date].

By accepting this payment, [Utility Company Name] agrees to:

- Accept the proposed amount as full and final settlement of the debt.
- Release me from any further liability regarding this account.
- Update my credit report to show the account as "Paid in Full" or "Settled."

If this proposal is acceptable, please provide a written confirmation via mail or email. Once I receive the written agreement, I will issue the payment immediately via [Payment Method].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]