

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

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

RE: Account Number: [Your Account Number]
Total Balance Owed: [Full Amount Owed]

To Whom It May Concern,

I am writing regarding the outstanding balance on the above-mentioned account. I am currently experiencing financial hardship and am unable to pay the full balance in its entirety.

I would like to offer a one-time lump sum payment of \$[Offer Amount] as a full and final settlement of this debt. This offer is made on the condition that, upon receipt of the payment, the account will be marked as "paid in full" or "settled in full," and any negative reporting to credit bureaus regarding this debt will be removed or updated accordingly.

Please note that this offer is valid for [Number, e.g., 14] days from the date of this letter. If you accept this proposal, please provide a written agreement confirming that this amount will satisfy the debt in full.

Once I receive your written acceptance, I will issue the payment via [Payment Method, e.g., Certified Check] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]