

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

[Date]

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

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

Dear [Name of Contact Person or Collections Department],

I am writing to discuss the outstanding balance of \$[Total Amount Owed] currently owed on the above-referenced account. Due to [briefly mention reason, e.g., financial hardship], I am unable to pay the full balance at this time.

As discussed in our recent negotiations, I would like to formally propose a settlement to resolve this debt in full. I am offering to pay a total sum of \$[Settlement Amount].

I propose to pay this amount in the following manner:

- [Option A: A single lump-sum payment of \$\_\_\_\_\_ to be paid by (Date).]
- [Option B: Monthly installments of \$\_\_\_\_\_ starting on (Date) for a period of (Number) months.]

This offer is made on the condition that, upon receipt of the agreed amount, [Utility Company Name] will:

1. Consider the debt fully satisfied and settled.
2. Cease all collection activities regarding this account.
3. Update my credit report to reflect the account as "Satisfied" or "Paid in Full."
4. Waive any remaining interest, late fees, or penalties.

Please confirm your acceptance of these terms in writing. Once I receive your written confirmation, I will issue the payment as outlined above.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]