

Debt Settlement Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Provider Name]

[Utility Provider Address]

[City, State, Zip Code]

Dear [Utility Provider's Contact Name],

I hope this letter finds you well. I am writing to propose a settlement regarding my outstanding balance on my utility account, account number [Your Account Number]. Due to [briefly explain your financial difficulties, e.g., unexpected medical bills, job loss], I am unable to pay the full amount owed.

As of today, my current balance is [Amount Owed]. I would like to propose a settlement of [Proposed Settlement Amount], which I can pay [one-time payment or installments] by [proposed payment date]. I believe this settlement would be beneficial for both parties, allowing me to resolve this matter efficiently while ensuring you receive some form of payment.

Thank you for your consideration of my proposal. I am hopeful that we can reach an agreement. Please let me know if you require any additional information or documentation to facilitate this process.

Sincerely,

[Your Name]