

Settlement Offer to Avoid Utility Lien

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

Subject: Settlement Offer Regarding Account #[Your Account Number]

I am writing to propose a settlement offer concerning my utility account #[Your Account Number]. Due to [briefly explain your situation, e.g., financial hardship, unexpected expenses], I am unable to pay the outstanding balance of [Total Amount Due].

In an effort to resolve this matter and avoid the imposition of a utility lien against my property, I would like to offer a settlement amount of [Proposed Amount] as a full and final settlement of this account. I believe this amount is a fair reflection of my current financial situation and I hope we can reach an agreement.

I kindly request that you review this proposal and consider the possibility of accepting the settlement offer. Please respond at your earliest convenience so that we may discuss this matter further. I am hopeful that we can come to a mutually beneficial resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]