

Utility Bill Settlement Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to propose a settlement agreement regarding my outstanding utility bills. Due to [brief explanation of circumstances, e.g., financial difficulties, unexpected expenses], I am unable to pay the full amount currently due.

As of [date], my account balance is [insert amount]. I propose to settle this balance through the following plan:

- Total Amount Due: [Insert Amount]
- Proposed Payment Amount: [Insert Amount] per month
- Payment Schedule: [Insert Dates/Timeline]

I hope that you will consider this proposal and provide a response at your earliest convenience. I am committed to resolving this matter and appreciate your understanding and cooperation.

Thank you for your attention. I look forward to your prompt reply.

Sincerely,

[Your Name]