

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Utility Bill Settlement Request

Dear [Utility Company Representative's Name],
I am writing to formally request a settlement regarding my recent utility bill for account number [Your Account Number]. The bill dated [Bill Date] reflects an amount of [Total Amount], which I believe contains discrepancies that I would like to address.

[Briefly explain your reason for disputing the bill, e.g., unexpected charges, service interruptions, billing errors, etc.]

In light of this situation, I kindly request a review of my account and consideration for a settlement amount of [Proposed Settlement Amount or Terms]. I believe this resolution is fair given the circumstances.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]