

# Mutual Debt Settlement Discussion

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the mutual debts between us that require resolution. As we both know, we have certain outstanding amounts that need to be addressed in order to move forward effectively.

I believe that it is in both our interests to come to a fair agreement that takes into consideration our current financial situations. To facilitate a productive discussion, I would like to propose the following terms:

- Outstanding Amount Due: [Insert Amount]
- Proposed Settlement Amount: [Insert Amount]
- Payment Terms: [Insert Terms]
- Proposed Completion Date: [Insert Date]

I am open to discussing these terms further and negotiating a mutually beneficial settlement. Please let me know your availability for a meeting or a phone call at your earliest convenience.

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

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]