

Mutual Debt Payment Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Subject: Agreed Split Debt Payment Plan

Dear [Recipient's Name],

This letter serves as a confirmation of our mutual agreement regarding the payment plan for the outstanding debt of [\$Amount]. We appreciate your cooperation in finding a workable solution for both parties.

Payment Plan Details:

- Total Debt Amount: [\$Amount]
- Agreed Payment Split: [Your Portion] - [Recipient's Portion]
- Payment Schedule:
 - First Payment Due: [Date] - Amount: [\$Amount]
 - Second Payment Due: [Date] - Amount: [\$Amount]
 - Final Payment Due: [Date] - Amount: [\$Amount]

Both parties agree to the above terms and will ensure that payments are made on time. In the event of any unforeseen circumstances, we will communicate openly to reassess our agreement.

We thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature]