

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Cross-Jurisdiction Debt Dispute Resolution

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address the outstanding debt matter between [Your Company/Your Name] and [Recipient's Company/Recipient's Name], which has been complicated due to our respective jurisdictions.

As of [date], the total amount due is [amount]. There appears to be a discrepancy regarding [briefly state the nature of the dispute]. I believe it is in both our interests to resolve this matter amicably and efficiently.

I propose that we engage in a cross-jurisdictional mediation process. I am available for a discussion at your earliest convenience to agree on the specifics of the mediation, including [suggest a few options for mediation dates or methods].

I look forward to your prompt response so we can move towards a resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company, if applicable]