

Mutual Agreement for Cleared Overdue Payments

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]

Dear [Recipient's Name],

This letter serves to confirm our mutual agreement regarding the cleared overdue payments owed as of [Insert Date]. We acknowledge that a total amount of [Insert Amount] has been settled, thereby concluding any outstanding obligations between us.

We appreciate your prompt attention to this matter and assure you that all transactions have been recorded accurately. Both parties agree that no further actions or claims will be made regarding the cleared amount.

If you have any questions or require further clarification, please do not hesitate to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position] (if applicable)