

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Clarification on Communal Debt Liabilities

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide clarification regarding the communal debt liabilities that have recently come into question. It is important for us to ensure that all parties involved have a clear understanding of our financial responsibilities.

The communal debt liabilities, as previously discussed, amount to [insert total amount]. Each member's share of this liability is determined based on [insert explanation of how shares are calculated]. As of [insert date], the outstanding amount per member is [insert amount per member].

Please find attached the detailed breakdown of each member's contributions and the repayment schedule that we have agreed upon. If there are any discrepancies or further concerns, do not hesitate to reach out. It is vital for us to work together towards a resolution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]