

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Clarification of Mutual Debt Ownership

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the details regarding our mutual debt ownership as we have previously discussed.

As of [Insert Date], the total outstanding amount is [Insert Amount]. This includes [briefly specify any relevant details regarding the debt, such as dates, transactions, or purposes].

According to our records:

- Your share: [Insert Share Amount]
- My share: [Insert Share Amount]

To ensure transparency and prevent any misunderstandings, I have attached the relevant documentation for your review. Please feel free to reach out if you have any questions or if further details are required.

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

Sincerely,

[Your Name]