

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Dear [Friend's Name],

I hope this note finds you well. I wanted to take a moment to thank you for agreeing to lend me [amount] to help me with [brief reason, e.g., unexpected expenses].

As we discussed, I plan to pay you back by [repayment date]. Please let me know if that still works for you. I appreciate your trust and support during this time.

If you have any questions or need to discuss anything further, feel free to reach out.

Thank you once again!

Best,

[Your Name]

[Optional: A place for signatures if desired]

Signature: _____

Date: _____

[Friend's Name]: _____

Date: _____