

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

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

Subject: Loan Agreement

Dear [Recipient's Name],

I hope this letter finds you well. This letter serves as a formal agreement regarding the loan amount specified below.

1. **Loan Amount:** PS[Loan Amount]
2. **Interest Rate:** [Interest Rate]% per annum
3. **Loan Term:** [Loan Term, e.g., 12 months, 24 months]
4. **Repayment Schedule:** [Monthly/Quarterly/Annually]
5. **First Payment Due:** [Date of First Payment]
6. **Purpose of Loan:** [Specify Purpose]

Terms and Conditions:

- The borrower agrees to repay the loan amount in accordance with the repayment schedule outlined.
- Late payments may incur a fee of [Specify Late Fee].
- This agreement is binding and may only be modified in writing with consent from both parties.

Please review the terms outlined above. If you agree to these terms, please sign below and return a copy to me by [Deadline for Return].

Best regards,

[Your Signature]

[Your Printed Name]

Acknowledgment of Agreement:

I, [Recipient's Name], agree to the terms and conditions outlined above.

Signature: _____

Date: _____