

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss a matter that I believe could be mutually beneficial. I understand that you are currently in need of financial assistance, and I am willing to lend you [specify amount] to help you with your situation.

The terms of the loan are as follows:

- Amount: [specify amount]
- Interest Rate: [specify rate, if applicable]
- Repayment Period: [specify duration]
- Payment Method: [specify how payments will be made]

Please let me know if you agree to these terms or if you would like to discuss further adjustments. It is important to me that we maintain transparency and clarity throughout this process.

I trust that this assistance will be helpful to you. Looking forward to your response.

Best regards,

[Your Name]