

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well! It was great seeing you last [mention any recent get-together or event]. I always enjoy our time together.

I am writing to follow up on [specific transaction or agreement], which took place on [date]. As we discussed, I [explain the reason for the payment, e.g., lent you money, paid for an event, etc.] for a total of [amount]. If it's not too much trouble, I would greatly appreciate it if you could arrange to reimburse me at your earliest convenience.

I understand that life can get busy, so if you need more time or if there's anything I can do to help facilitate the process, please let me know.

Thank you so much, and I look forward to hearing from you soon!

Warm regards,

[Your Name]