

[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! I wanted to touch base with you about the recent expenses we shared for [mention the event or reason, e.g., "our weekend getaway" or "the gift for Sarah"]. It was such a great time, and I'm glad we could experience it together!

As we discussed, the total amount came to [insert amount]. If you could please send me your share of [insert amount] via Zelle, that would be wonderful. My Zelle info is linked to my email: [your email or phone number used for Zelle].

Thank you so much! Let's plan our next outing soon!

Best wishes,

[Your Name]
[Your Phone Number]