[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
Hey [Friend's Name],
Hope you're doing great! I just wanted to send you the Zelle payment instructions for the [specific purpose, e.g., concert tickets, dinner]. Here's how to send the payment:
1. Open your banking app or the Zelle app.
2. Navigate to the "Send Money" or "Pay" option.
3. Enter my email address/phone number: [Your Email/Phone Number].
4. Enter the amount: $[Amount].
5. Include a note saying "[Reason for Payment]" if you'd like.
6. Hit send!
If you have any trouble with it, just let me know. Can't wait to catch up soon!
Best,
[Your Name]