

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

[Recipient's Name]
[Recipient's Position]
[Company/Financial Institution Name]
[Company Address]
[City, State, ZIP Code]

Subject: Agreement for Emergency Loan

Dear [Recipient's Name],

This letter serves as an agreement between [Your Name] (the Borrower) and [Company/Financial Institution Name] (the Lender) concerning an emergency loan of [Loan Amount] to be disbursed to the Borrower.

1. ****Loan Amount****: [Total amount of the loan]
2. ****Interest Rate****: [Interest rate applicable]
3. ****Term of Loan****: [Duration of the loan, e.g., months or years]
4. ****Repayment Schedule****: [Details of repayment, e.g., monthly payments, due dates]
5. ****Purpose of Loan****: [Brief summary of why the loan is needed]
6. ****Default Terms****: [Consequences of failure to repay]
7. ****Governing Law****: [State or jurisdiction laws that govern the agreement]

Please indicate your acceptance of this agreement by signing below:

[Your Name]
Borrower

[Recipient's Name]
Lender

Date: _____

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]