

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

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

Subject: Loan Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the loan I am providing to you under the following terms:

1. ****Loan Amount****: \$[Loan Amount]
2. ****Purpose of Loan****: [Purpose]
3. ****Interest Rate****: [Interest Rate, if applicable]
4. ****Repayment Schedule****: [Details of repayment terms including due dates]
5. ****Loan Duration****: [Start Date] to [End Date]
6. ****Late Payment Penalty****: [Details of penalties, if any]
7. ****Prepayment****: [Terms regarding prepayment, if applicable]
8. ****Signatures****:

Both parties agree to the terms outlined above. By signing below, you acknowledge receipt of the loan amount and agree to repay according to the terms specified.

[Your Name] (Lender)

[Recipient's Name] (Borrower)

Date: _____

Please retain a copy of this agreement for your records.

Sincerely,

[Your Name]