

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

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

Subject: Loan Agreement

Dear [Friend's Name],

This letter serves as a formal loan agreement between us, as discussed.

**\*\*Loan Amount:\*\*** \$[Amount]

**\*\*Loan Purpose:\*\*** [Purpose of the loan]

**\*\*Loan Term:\*\*** [Start Date] to [End Date]

**\*\*Interest Rate:\*\*** [Rate] (if applicable)

**\*\*Repayment Schedule:\*\***

- Payment Amount: \$[Amount]

- Due Date: [Frequency, e.g., monthly, bi-weekly]

**\*\*Late Payment Penalty:\*\*** [Penalties for late payments, if any]

**\*\*Prepayment:\*\*** [Terms regarding early repayment, if applicable]

**\*\*Signatures:\*\***

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[Your Name]

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[Friend's Name]

Please sign and return a copy of this letter by [Response Date] to confirm your acceptance of this agreement.

Sincerely,

[Your Name]