

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

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

Subject: Personal Loan Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Name] and [Recipient's Name] regarding the personal loan provided.

****Loan Amount:**** [Amount]

****Loan Term:**** [Term in Months/Years]

****Interest Rate:**** [Interest Rate]

****Repayment Schedule:**** [Monthly/Quarterly/etc., specify dates if applicable]

****Total Amount to be Repaid:**** [Total Amount including interest]

****Terms and Conditions:****

1. The borrower agrees to repay the principal amount along with interest as per the stated repayment schedule.
2. Late payments will incur a fee of [Specify Amount].
3. In case of default, the lender reserves the right to take necessary legal actions.

Both parties agree to the terms outlined above. Please sign below to indicate acceptance of this agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

****Agreed and Accepted by:****

[Recipient's Signature]

[Recipient's Printed Name]

[Date]