

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

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

Subject: Unsecured Loan Agreement

Dear [Recipient's Name],

This letter serves as an agreement between [Your Name] ("Lender") and [Recipient's Name] ("Borrower") regarding the terms of an unsecured loan.

1. **\*\*Loan Amount\*\***: The total amount of the loan shall be \$[Loan Amount].

2. **\*\*Purpose of Loan\*\***: The Borrower shall use the loan for [Specify Purpose].

3. **\*\*Interest Rate\*\***: The agreed-upon interest rate for this loan is [Interest Rate]% per annum.

4. **\*\*Loan Term\*\***: The loan shall be repaid over a period of [Loan Term] months/years.

5. **\*\*Repayment Schedule\*\***: The Borrower shall make monthly payments of \$[Monthly Payment Amount], due on the [Due Date] of each month, starting on [Start Date].

6. **\*\*Default\*\***: In the event of default, the Borrower agrees to pay any costs associated with collection of the loan amount.

7. **\*\*Governing Law\*\***: This agreement shall be governed by the laws of [State/Country].

By signing below, both parties agree to the terms outlined in this letter.

Sincerely,

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[Your Name] (Lender)

Date: \_\_\_\_\_

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[Recipient's Name] (Borrower)

Date: \_\_\_\_\_