

Friendly acknowledgement letter

Subject: Confirmation of Loan Received

Dear [Friend's Name],

This letter is to acknowledge the personal loan of [Loan Amount] you kindly extended to me on [Date]. I appreciate your trust and generosity. I confirm my commitment to repay the loan by [Repayment Date] as agreed.

Although this is a personal arrangement, I want to make sure everything is clear and professional, so there is no misunderstanding in the future.

Thank you again for your kindness and support.

Warmly,

[Your Name]

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