Date:

Name of the recipient  
Contact details of the recipient  
Recipient’s address

Name of the sender  
Sender’s contact details  
Sender’s address

Subject: **Request of repayment for the loan ref#[X]**

Dear Mr. ABC,

I am writing this letter to ask you for the payment that I loaned you two years ago when you were in a serious financial crisis. At that time, I loaned you [X}$. I am very happy to see that you have worked through the tough time and now you seem to have recovered from the losses you endured. I feel that at this point, we should make some arrangements to work for the repayment of the loan. For enabling you to pay off the loan with convenience, I am ready to receive the payment in installments. However, if you can manage to pay the entire amount, I will be happy to accept it.

Please let me know how and when you can arrange repayment of the loan. I am looking forward to your reply.

Regards,

[Your Name]