

# Informal Loan Agreement

A minimal one-page loan record for casual lending — who, how much, and when it is due — without the formality of a full contract.

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## 1. Parties

The lender's and borrower's names — the minimum needed to make the record unambiguous.

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## 2. Amount

The sum lent, written in both figures and words to prevent any dispute over a digit.

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## 3. Handover

When and how the money was given, tying the document to a transfer slip or cash handover.

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## 4. Repayment deadline

One clear date by which the full amount is due back.

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## 5. No interest

A single sentence confirming the loan is interest-free, unless you write in a rate.

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## 6. Repayment confirmation

How the borrower's repayment will be acknowledged — typically a receipt or a short signed note.

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## 7. Signatures

Both parties sign and date; that is what turns a note into an agreement.

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\_\_\_\_\_  
Signatures — A

\_\_\_\_\_  
Signatures — B

\_\_\_\_\_  
Witness signature

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

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

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

PREVIEW