

Dear [Friend's Name],

I hope this message finds you well. I am writing to let you know that I will be returning the bike I borrowed from you on [Date]. I have taken great care of it and had a wonderful time using it.

Please let me know a convenient time for you to meet, so I can return it properly. Thank you so much for lending me your bike; I really appreciate it!

Best regards,

[Your Name]

[Your Contact Information]