

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

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

Dear [Recipient's Name],

I, [Your Name], hereby declare that I have made a gift of [amount] to [Recipient's Name] on [date of gift]. This gift is given without any expectation of repayment or consideration in return.

The purpose of this letter is to confirm that the funds were given as a gift for [specific purpose, if any, e.g., education, health expenses, etc.], and that it does not constitute a loan or any form of compensation.

Details of the gift are as follows:

- Amount: \$[Amount]
- Date of Gift: [Date]
- Method of Gift: [Cash, check, bank transfer, etc.]

Please retain this letter for your records for income tax purposes.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]