

[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 am giving a gift of [describe the gift, e.g., cash, property, etc.] to you. The total value of this gift is \$[amount].

This gift is made without any expectation of repayment or benefit to myself.

I intend this gift to be a complete transfer of ownership free from any conditions and it is my genuine intention to provide this gift to you as an expression of my affection and support.

Please feel free to use this gift in any manner you deem appropriate.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Notary Public Signature and Seal]