

[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],
Subject: Gift Letter

I, [Your Name], hereby confirm that I am giving a gift to [Recipient's Name] in the amount of [Dollar Amount] on [Date of Gift].

Details of the Gift:

- ****Gift Description****: [Description of the item or money]
- ****Value****: [Value of the gift]
- ****Purpose****: [Optional: purpose of the gift, if applicable]

This gift is made without any expectation of repayment or any form of compensation. It is a voluntary and unconditional gift.

Please retain this letter for your records and for any tax reporting purposes. Should you have any questions or require further information, feel free to contact me.

Sincerely,

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