

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally gift you a sum of [amount] as a token of my appreciation and support.

Gift Details:

- Amount: [amount]
- Date of gift: [date]
- Purpose (optional): [reason for the gift, if applicable]

Please note that this gift is made with no expectation of repayment or services rendered. I hope this financial gift brings you joy and helps you achieve [specific purpose, if applicable].

If you have any questions regarding this gift, please feel free to reach out to me.

Warm regards,

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