

****Gift Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Gift Letter for Tax Purposes

Dear [Recipient's Name],

I, [Your Name], hereby confirm that I have made a gift of [Amount] to [Recipient's Name] on [Date of Gift]. This gift is made voluntarily and without any expectation of repayment or compensation.

Details of the Gift:

- Amount: [Amount]

- Date of Gift: [Date]

- Purpose of Gift: [Optional: Explain purpose, e.g., help with home purchase]

I acknowledge that this gift does not create any legal obligation for repayment, and it is intended as a gift only.

Sincerely,

[Your Signature]

[Your Printed Name]