

[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 am writing to formally confirm the gift I have made to you, which I hope is both useful and enjoyable. Please find the details of the gift below:

****Description of Gift:****

[Describe the gift in detail]

****Date of Gift:****

[Insert date]

****Value of Gift:****

[Insert estimated value]

This gift is given without any expectation of return and is a token of my appreciation for [mention reason, e.g., your friendship, support, etc.]. According to the IRS guidelines, this gift may be exempt from taxation within the limits set for annual exclusions.

Please keep this letter for your records for tax purposes. Should you require any further information or documentation, please do not hesitate to reach out.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]