

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you about the cash gift I am giving you. I hope this gift brings you joy and supports you in your endeavors.

Amount of Gift: \$[Amount]

Date of Gift: [Date of Gift]

As the giver of this cash gift, I want to clarify that this gift is given without any expectation of repayment or compensation. Additionally, I acknowledge that as the donor, I am responsible for any applicable gift tax obligations.

Please keep this letter for your records as it serves as documentation of the gift.

Wishing you all the best,

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]