

[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 hope this letter finds you in good spirits. It is with great pleasure that I am writing to formally present you with a monetary gift of [amount] as a token of my appreciation and support.

[Optional: Brief explanation of the reason for the gift, e.g., "I admire your hard work and dedication" or "I want to assist you in achieving your dreams."]

Please feel free to use this gift in whatever way you see fit. It is my sincere hope that it brings you joy or helps you achieve your goals.

This gift is given without any expectation of repayment or return. It is simply my way of expressing my affection and support for you.

Thank you for being such an important part of my life.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]