

**\*\*Gift Letter Template for Income Tax Compliance\*\***

[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, [Your Name], hereby confirm that I have made a gift to you in the amount of \$[Gift Amount] on [Date of Gift]. This gift is made voluntarily and without any expectation of repayment or return.

Details of the gift are as follows:

- Amount: \$[Gift Amount]
- Date of transfer: [Date]
- Description of gift: [Brief description of what the gift is, if applicable]

This letter serves as a formal declaration of the gift for income tax compliance purposes. I acknowledge that the gift falls under the annual exclusion limit as defined by the IRS.

Please do not hesitate to reach out if you have any questions regarding this gift.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Recipient]