

**\*\*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], am writing to confirm that I have made a gift to you.

Below are the details of the gift:

- **\*\*Gift Amount:\*\*** \$[Amount]

- **\*\*Date of Gift:\*\*** [Date]

- **\*\*Purpose of Gift:\*\*** [Brief description of the purpose, if applicable]

This gift was given voluntarily and without any expectation of repayment or benefit.

Please retain this letter for your records, as it may be required for your income tax filing.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]