

[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], am writing to formally document a gift I am providing to you. This letter serves as a record of our agreement regarding the transfer of funds and any relevant details necessary for tax reporting purposes.

Gift Details:

- Amount of Gift: [Specify amount]
- Date of Gift: [Specify date]
- Purpose of Gift: [Specify purpose, if any]

This gift is made without any expectation of repayment or services in return, and I understand that it is considered a non-taxable gift for both parties, within the limits set by the IRS.

If you have any questions or need further clarification, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]