

[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 Income Tax Purposes

Dear [Recipient's Name],

I, [Your Full Name], hereby confirm that I have given a gift of [amount] dollars to [Recipient's Name] on [date of gift]. This gift is made voluntarily and without any expectation of repayment.

The funds have been transferred from my personal account [Account Number or Bank Name, if applicable]. This gift is intended for [specific purpose, if any, e.g., education, home purchase, etc.], and no services or goods have been exchanged for this gift.

Please feel free to contact me via [phone number] or [email address] should you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]