

[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 am writing to confirm that I have given you a gift of [description of the item or amount of money] on [date of the gift]. This gift is provided without any expectation of repayment or compensation.

For tax purposes, this letter serves as documentation of the transaction. Please retain it for your records.

If you have any questions regarding this gift, please feel free to reach out to me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]