

[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 Claims

Dear [Recipient's Name],

I, [Your Name], hereby confirm that I have gifted a total amount of
\$[Amount] to [Recipient's Name] on [Date of Gift]. This gift was given
without any expectation of repayment or compensation.

This letter serves as a formal declaration of the gift for the purpose of
tax documentation.

Please feel free to reach out if you require any additional information
regarding this gift.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]