

[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

Dear [Recipient's Name],

I, [Your Name], hereby declare that I have gifted [Amount or Description of Property] to [Recipient's Name] as of [Date of Gift]. This gift is made voluntarily and without any expectation of repayment or consideration from the recipient.

Details of the Gift:

- Amount/Value: [Insert Amount or Description]
- Date of Transfer: [Insert Date]
- Nature of Gift: [e.g., Cash, Real Estate, Personal Property]

Please note that this gift is intended for personal use and is not associated with any business or investment purposes.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]