

[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 hope this letter finds you in great spirits. I am writing to formally document the gift I have given you.

On [date of gift], I had the pleasure of gifting you [brief description of the gift, e.g., cash, stocks, tangible item, etc.], valued at [monetary value]. This gift is given without any expectation of repayment or service in return.

As you prepare your income tax return, I hope this letter serves as a helpful record of the transaction for your financial records. If you require any additional information or documentation, please do not hesitate to reach out to me.

Thank you for your friendship and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]