

[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],

Subject: Gift Documentation for Tax Purposes

I hope this letter finds you well. I am writing to formally document the gift I have provided to you in accordance with tax regulations. Below are the details of the gift:

1. ****Description of Gift****:

[Brief description of the gift, e.g., "cash gift," "personal property," "stock," etc.]

2. ****Value of Gift****:

[Estimated value of the gift at the time of transfer, e.g., "\$5,000," "fair market value of the item," etc.]

3. ****Date of Gift****:

[Date on which the gift was given, e.g., "March 15, 2023"]

4. ****Purpose of Gift****:

[Reason for the gift, if applicable, e.g., "birthday gift," "graduation celebration," "just because," etc.]

5. ****Method of Transfer****:

[Specify how the gift was transferred, e.g., "cash transfer," "delivery of item," etc.]

This letter serves as a record of the gift for both our reference to comply with the IRS guidelines. Please retain this document for your tax records.

Should you have any questions regarding this gift or require further information, please do not hesitate to reach out.

Thank you, and I hope you enjoy your gift!

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]