

[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, [Your Name], am writing this letter to formally document the gift I have given to you.

****Gift Description:****

- Gift Amount: \$[Amount]

- Date of Gift: [Date]

- Description of Gift (e.g., cash, property, etc.): [Description]

This gift is given freely and without any expectation of repayment or services in return.

If you need any further information or documentation, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]