

[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 well. I am writing to formally document a gift made to you on [date of gift].

Details of the gift are as follows:

- Description of the gift: [e.g., cash, property, etc.]
- Fair market value: \$[amount]

This gift is given without any expectation of services, goods, or benefits in return.

Please keep this letter for your records as it may assist you in reporting the gift for tax purposes.

Thank you, and please do not hesitate to reach out if you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]