

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits!

Enclosed with this note, you will find a gift receipt for [Gift Description]. I wanted to make sure you had the option to exchange it, as I truly want you to enjoy it to the fullest.

Whether it's a size, color, or simply a matter of preference, please feel free to make it yours. The last thing I want is for you to feel anything less than thrilled with your gift!

Thank you for being such a wonderful [friend/family member]. I appreciate you more than words can say.

Warmest wishes,

[Your Name]  
[Your Contact Information]

P.S. I can't wait to hear what you think!