

[Your Name or Company 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],
Thank you for your recent purchase! We hope that you enjoy your gift.
Below is the receipt for your records:
Gift Receipt
Item Description: [Item Name]
Quantity: [Number]
Price: [Price]
Purchase Date: [Date of Purchase]
Gift Giver: [Your Name or Giver's Name]
If you have any questions or need assistance, please feel free to contact
us at [Customer Service Email/Phone Number].
Wishing you all the best,
[Your Name or Company Name]

[Optional: Return Policy/Instructions]