

[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. It brings me great joy to present you with a special gift, which I hope will bring you delight and happiness. Enclosed, you will find the receipt for your gift, a [Description of the Gift], purchased from [Store Name]. Below are the details:

- Item: [Name of the Gift]
- Purchase Date: [Date of Purchase]
- Receipt Number: [Receipt Number]
- Total Amount: [Amount]

Should you need to exchange or return the gift, please refer to the store's return policy as indicated on the receipt.

Thank you for being such a wonderful [friend/family member/colleague]. I look forward to making more cherished memories with you!

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]