

[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.

Enclosed with this letter, you will find a gift receipt for [description of the gift], which I recently purchased for you. This receipt will allow you to exchange or return the item if it does not meet your expectations.

The purchase details are as follows:

- Item Description: [Item Name]
- Purchase Date: [Date of Purchase]
- Store/Website: [Store Name or Website URL]
- Receipt Number: [Receipt Number]

I sincerely hope that you enjoy this gift, and if you have any questions or need assistance, please do not hesitate to reach out.

Warmest regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]