

[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 well! I wanted to take a moment to express my heartfelt gratitude for your [mention occasion, e.g., birthday, holiday] and to share a special gift with you.

Enclosed with this letter, you will find a gift receipt for [describe the gift briefly, e.g., "a beautiful scarf"]. I thought of you when I saw it and hope it brings you joy and warmth.

If for any reason you find that it's not quite what you wanted, please feel free to exchange it. Your happiness is what matters most!

Wishing you all the best and looking forward to seeing you soon.

Warm regards,

[Your Name]