

[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],
Happy Holidays!

I hope this season brings you joy and happiness. As a token of my appreciation, I am pleased to present you with this gift.

****Gift Information:****

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

Should you need to exchange or return the gift, please keep this receipt for your records.

Wishing you a wonderful holiday season filled with warmth and laughter.
Enjoy your gift!

Warm regards,

[Your Name]
[Your Signature (if printed)]