

[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 message finds you well. I am writing to provide you with the gift receipt for the [describe the gift] that I recently purchased for you.

Enclosed with this letter, you will find the original receipt and any necessary information regarding the item, including the purchase date and price.

Should you wish to exchange or return the item, please refer to the store's policy detailed on the receipt.

Thank you once again for your support and friendship. I hope you enjoy your gift!

Best regards,

[Your Name]