

[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 note finds you well!

I wanted to send you a small gift as a token of appreciation for [mention the reason, e.g., your friendship, your support, etc.]. Enclosed is a gift receipt for your convenience.

Should you wish to exchange or return the gift, please feel free to use this receipt.

Thank you for being such a wonderful [friend/family member/colleague].

Warm regards,

[Your Name]