

[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. It brings me great joy to present you with a small token of my appreciation, as a gesture of goodwill and friendship.

Enclosed with this letter, you will find a gift receipt for [description of the gift]. This receipt serves as a formal acknowledgment of the thoughtful gesture I wish to share with you, along with proof of purchase should you wish to make any exchanges or returns.

[Optional: A brief note about the gift or a personal touch that connects you to the recipient.]

Thank you for being a remarkable part of my life. I hope you enjoy your gift and find it to be as special as our connection.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]