

[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],
Happy [Special Occasion]!

I hope this special day brings you as much joy as you bring to those around you. To celebrate this occasion, I am delighted to present you with a gift that I hope will bring a smile to your face.

Enclosed with this letter is a gift receipt for [Gift Description]. Should you need to exchange it for any reason, please feel free to use the receipt. Remember, it's the thought that counts, and I hope you cherish this gift as a token of my appreciation for you.

Wishing you a wonderful celebration filled with love and laughter.
Warmest wishes,

[Your Name]