

[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 note finds you well! I wanted to surprise you with a little something special. Enclosed is a gift receipt for [Gift Description], purchased from [Store Name].

Should the gift not be to your liking or if you need to make an exchange, feel free to use this receipt for your convenience. I truly hope you enjoy this gift and think of me whenever you use it!

Happy [Occasion, e.g., Birthday, Holiday, etc.]!

Best wishes,

[Your Name]