

[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 letter finds you in great spirits! As [mention any recent event, holiday, or personal update that is relevant], I wanted to take a moment to express my appreciation for you and our relationship.

As a token of my gratitude, I have chosen a special gift for you--a [describe gift briefly, e.g., book, accessory, etc.]. I thought you would enjoy it because [mention a reason related to the recipient's interests or preferences].

I truly value our time together and hope this gift brings you joy.

Looking forward to hearing your thoughts on it!

Warm wishes,

[Your Name]

P.S. Let's catch up soon--I'd love to hear what you've been up to!