

[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! I wanted to take a moment to extend my heartfelt congratulations on [specific achievement or occasion, e.g., your graduation, wedding, anniversary]. Your hard work and dedication have truly paid off, and I couldn't be happier for you. As a token of my admiration and support, I am pleased to present you with a monetary gift of [amount]. I hope this contribution serves you well as you embark on this exciting new chapter in your life.

Wishing you all the success and happiness in the world!

Warm regards,

[Your Name]