

[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 express my appreciation for you and all the joy you bring into my life. As a small token of my gratitude, I have decided to gift you a little something.

Enclosed is a cash gift of [amount]. I hope it brings you happiness and helps you in whatever way you need--whether it's for something special or just to treat yourself.

You truly deserve it! Thank you for being such an amazing [friend/family member/etc.]. I look forward to creating more wonderful memories together.

Warm wishes,

[Your Signature (if sending a hard copy)]

[Your Printed Name]