

[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 you prepare to celebrate [mention the special event, e.g., your graduation, wedding, birthday, etc.], I wanted to take a moment to express my heartfelt congratulations and best wishes.

In honor of your special occasion, I am pleased to gift you a monetary contribution of [amount]. I hope this gesture helps you [mention a specific way the money can be used, e.g., start a new chapter, enjoy your celebration, etc.].

Wishing you all the joy and happiness this event brings. Enjoy every moment!

Warm regards,

[Your Name]
[Your Contact Information]