

[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 message finds you well. I am writing to express my heartfelt gratitude for your unwavering support and dedication. Your contributions have made a significant impact, and I truly appreciate everything you have done.

As a token of my appreciation, I would like to present you with a gift of [specify cash amount or describe the cash gift]. It is a small gesture to show how much I value your hard work and commitment.

Thank you once again for all that you do. I look forward to continuing our collaboration and achieving great things together.

Warm regards,

[Your Name]  
[Your Position, if applicable]