

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 am writing to express my heartfelt gratitude for [reason for the gift, e.g., your support, friendship, etc.]. To show my appreciation, I would like to present you with a monetary gift of [amount].

This gift is a small token of my appreciation and I hope it can be of help to you in [specific intention, e.g., pursuing your goals, celebrating a special occasion, etc.].

Please let me know a convenient time for us to meet so that I can present this gift to you personally.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]