

[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 well. As my birthday approaches on [Date], I wanted to share that your presence and friendship mean the world to me.

In lieu of gifts, if you wish to contribute to my special day, I would appreciate any monetary gift you may consider. This will help me [briefly explain how you plan to use the funds, e.g., save for a trip, donate to a cause, etc.].

Thank you for your understanding and generosity. I look forward to celebrating together!

Warm regards,
[Your Name]