

[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 you approach your sweet sixteen, I wanted to take a moment to express how special this milestone is and how excited I am to celebrate it with you.

To mark this occasion, I would like to gift you [describe the gift; e.g., "a beautiful handmade jewelry box that you can use to store your favorite accessories"]. I hope it adds a personal touch to your special day and serves as a reminder of this significant time in your life.

Wishing you all the happiness and joy that comes with turning sixteen!

Looking forward to celebrating together.

Warm wishes,

[Your Name]