

Gift Letter for a Friend

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Recipient's Name

[Recipient's Address]

[City, State, ZIP Code]

Subject: Gift Letter for a Friend

Dear [Recipient's Name],

I hope this message finds you in good health and high spirits. As a gesture of friendship and support, I am excited to offer you a gift of [insert gift details: cash, item, or property]. This gift is given freely and without any conditions or obligation for repayment.

Gift Details

- **Type of Gift:** [Monetary gift, physical item, property, etc.]
- **Value of the Gift:** [Amount in words] ([Amount in numbers], if applicable)
- **Purpose of the Gift (Optional):** [To help you with something specific, to celebrate a milestone, etc.]
- **Date of Delivery:** [Insert Date]
- **Method of Delivery:** [Bank transfer, in-person delivery, etc.]

Please accept this gift as a token of my appreciation for your friendship and support. Should you need any additional details or clarification, I am happy to provide them.

Thank you for being a wonderful friend. Wishing you all the best!

Warm regards,

[Your Full Name]

[Signature]

[Date]