

# Seasonal Gift Disclosure

Dear [Recipient's Name],

I hope this message finds you well. As we approach the [specific season or holiday], I wanted to take a moment to inform you about a small token of appreciation that I have prepared for you.

This year, I have decided to [brief description of the gift, e.g., "provide a customized gift that celebrates our shared experiences and the joy of the season."].

I want to ensure that you are aware of this gift to maintain transparency and uphold our commitment to ethical practices. The gift will be [details about the value or nature of the gift, e.g., "delivered to your address" or "available for pick-up at our office"].

If you have any questions or concerns regarding this gift, please feel free to reach out to me directly.

Wishing you a wonderful [specific season or holiday] filled with joy and warmth!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]