

Return Gift Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Dear [Gift Giver's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the thoughtful gift you sent during the holiday season. It truly meant a lot to me.

However, I am writing to inform you that I have decided to return the gift. This is part of a personal holiday clearance I am conducting, and I hope you understand my decision.

Please let me know how would you like me to proceed with the return process. I want to ensure that it's convenient for you.

Thank you once again for your kindness and understanding.

Warm regards,

[Your Name]