

Letter of Acknowledgment for Gift Received

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the wonderful gift I received from you on [date of gift receipt]. Your thoughtfulness is greatly appreciated.

The [describe the gift briefly, e.g., "handwritten book" or "beautiful plant"] was truly a delightful surprise and reflects your kindness and generosity. It means a lot to me.

Thank you once again for your wonderful gift. I look forward to our continued professional relationship and hope to see you soon.

Warm regards,

[Your Name]

[Your Title]

[Your Company]