

Letter of Acknowledgment for Gift Receipt

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 am writing to express my heartfelt thanks for the wonderful [describe the gift] you gave me on [occasion, if applicable]. Your thoughtfulness and generosity are truly appreciated.

It was such a lovely surprise, and I feel incredibly grateful to have someone as kind as you in my life. [If applicable, mention how you plan to use the gift or why it is special to you.]

Thank you once again for your thoughtful gift. I look forward to seeing you soon!

Warm regards,

[Your Name]