## **Elements and Structure of a Bank Gift Letter**

- Subject/Title of the letter
- Recipient/Bank officer name
- Donor's information and contact details
- Recipient's information
- Gift amount and currency
- Purpose of the gift
- Statement confirming no repayment required
- Date of transfer (if applicable)
- Signature of donor
- Optional: Witness or notarization

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/bank-gift-letter">https://www.lettersandtemplates.com/letters/bank-gift-letter</a>