

# Professional letter acknowledging received gift

Subject: Acknowledgement of Gift Received

Dear [Sender's Name],

I am writing to sincerely acknowledge and thank you for the thoughtful gift of [Gift Description] that you kindly sent on [Date]. It was very generous and greatly appreciated.

Your gesture means a lot to me and will always be remembered. Thank you once again for your kindness and thoughtfulness.

Sincerely,

[Your Name]

[Your Position, if applicable]

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