**BUSINESS GIFT LETTER**

[NAME OF SENDER]

[NAME OF SENDER COMPANY]

[SENDER COMPANY STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

[DATE]

[NAME OF CLIENT]

[NAME OF CLIENT COMPANY]

[CLIENT COMPANY STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

**SUBJECT: BUSINESS GIFT**

Dear Mr./Ms. [NAME OF CLIENT],

[NAME OF COMPANY] is pleased to inform you that a business gift has been provided by our company to yours in the amount of 0.00 USD and shall be duly transferred on your business account on the \_\_\_\_ day of [MONTH], [YEAR] as part of our gratitude for [INSERT PURPOSE OF SENDING BUSINESS GIFT].

Furthermore, this letter shall serve as a notification and certification that there shall be no obligation for repayment expected either in cash, future service, or in any kind from the receiving client company.

Best regards,

[NAME AND SIGNATURE OF SENDER]

[JOB TITLE]

[COMPANY NAME]