[Your Name]

[Organization Name]

[Street Address][City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address][City, ST ZIP Code]

Dear [Recipient Name]:

Yesterday, early morning I received a gift box from you. When I opened it, I was surprised to see a diamond ring packed gracefully in the box. I am pleased by your thoughtfulness of gifting me with a ring and appreciate your choice as well.

But unfortunately, I cannot accept gifts of such high value. For this reason, I am sending back the gift to you. Thank you for thinking of me while buying the valuable ring.

Sincerely,

[Your Name]

[Title]