[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]:

It is very generous of you to have me gifted a silver keychain. I’ve always admired silver and have loved to have one. I am thankful to you because of the very thought of giving me a gift but I am afraid that I cannot accept the gift.

We as employees of ABC Company are prohibited to accept gifts from either client with whom we are working or potential clients as well. I am sorry, but I am returning the gift to you. Once again thank you very much for considering me one buying the gift.

Sincerely,

[Your Name]

[Title]