Sample Letter Returning Gift

Dear \_\_\_\_\_\_\_\_:

Thank you for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*what*]. I highly value our relationship, but I cannot accept your gift.

As a steward of the public trust, I am sensitive to any public perceptions that may result from accepting gifts. That concern motivates a policy that prohibits my acceptance of gifts or similar gestures from anyone.

Thank you again for your thoughtfulness.

Very truly yours,

[Public Official]