

{Date}

Dear {_____}:

Thank you so much for the {gift} you recently {delivered/sent} to the department. While the gesture was thoughtful, it would be inappropriate for Monterey County, as a public agency, to accept. Accordingly, we are returning the package.

We appreciate your kind gesture of generosity and wish you the happiest of holidays.

Sincerely,

MONTEREY COUNTY
{DEPARTMENT NAME}