

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Attendance Award

We are pleased to inform you that you have been selected to receive the Attendance Award for [specific period or year] in recognition of your outstanding commitment and dedication to maintaining perfect attendance. Your consistent presence has not only contributed to the smooth operation of our organization but has also set a commendable example for your peers.

We will be holding a small awards ceremony on [date] at [location] to honor your achievement. Please join us to celebrate your hard work and dedication.

Congratulations again on your accomplishment!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]