

[Your Organization/School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce the upcoming Attendance Prize event! This event aims to recognize and reward our dedicated attendees for their consistent participation.

Date of the Event: [Event Date]

Time: [Event Time]

Location: [Event Venue]

All attendees who have maintained perfect attendance throughout the [specific period, e.g., semester, year] will be eligible to receive a special attendance prize. We believe that your commitment and dedication deserve to be celebrated!

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to celebrating your achievements together!

Best regards,

[Your Name]

[Your Position]

[Your Organization/School]

[Contact Information]