

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Congratulations!

We are thrilled to inform you that you have been selected as a recipient of the Attendance Prize for this academic year. Your consistent attendance and commitment to your education have earned you this recognition, and we are incredibly proud of your achievement.

As a token of appreciation, you will receive [describe the prize, e.g., a gift card, certificate, etc.], which can be collected from [location] on [date].

Thank you for being an exemplary student and for your dedication to learning. Keep up the great work!

Best regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]