

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected as the recipient of the Attendance Prize for [specify event or period, e.g., "the 2023 School Year"]. Your consistent attendance and dedication have not gone unnoticed, and we want to acknowledge your commitment.

As a token of our appreciation, you will receive [describe the prize: e.g., "a gift card, a trophy, etc."]. We hope this recognition encourages you to continue your excellent attendance record.

Please join us for a special awards ceremony on [date], at [time], held at [location]. We will present your prize during this event.

Thank you for being a valued member of our community!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]