

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to announce that you have been selected as a recipient of our Attendance Prize for [specific event or time period]. Your commitment to participating and being present has not gone unnoticed, and we are thrilled to recognize your dedication.

As a token of our appreciation, you will receive [describe the prize, e.g., a gift card, certificate, etc.], which we hope will enhance your experience with [organization or event].

Thank you for your continued participation and enthusiasm. We look forward to seeing you at our future events!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]