

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Attendance Prize Notification

We are pleased to announce that you have been selected as a recipient of our Attendance Prize for [specific event/period]! Your consistent participation and commitment have not gone unnoticed, and we want to take this opportunity to reward you for your dedication.

Details of the Prize:

- ****Prize****: [Description of the prize]
- ****Date of Award Ceremony****: [Date]
- ****Time****: [Time]
- ****Location****: [Venue/Online Platform]

We invite you to join us in celebrating this achievement and to receive your prize. Please confirm your attendance by [RSVP Date].

Congratulations once again on this wonderful accomplishment!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]