

[Your Organization's Letterhead]

[Date]

Dear [Recipient's Name],

Congratulations! We are excited to award you the [Name of Prize] for your outstanding attendance. Your commitment and dedication have not gone unnoticed, and we appreciate your consistency and participation.

As a token of our appreciation, you will receive:

- [Prize Details: e.g., a gift card, a day off, a special recognition gift]

- [Additional perks, if any, e.g., a feature in the newsletter, a certificate]

Thank you for being such an integral part of our community. We hope to see you continue your fantastic attendance record!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]