

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Customized Attendance Prize Notification

We are excited to inform you that you have been selected to receive the [specific prize name] as a reward for your excellent attendance. Your consistent commitment to [specific program or event] has not gone unnoticed, and we want to celebrate your dedication.

****Details of the Prize:****

- Prize: [Description of the prize]

- Value: [Prize value]

- How to Claim: [Instructions for claiming the prize]

- Deadline: [Date by which the prize must be claimed]

Your attendance has greatly contributed to [impact of their attendance, e.g., team spirit, event success], and we hope this prize inspires you to continue your active participation.

Thank you for being a vital part of our community!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]