

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to announce an exciting opportunity for you! As a valued participant in [Event Name], we have a special attendance prize that will make your experience even more memorable.

**\*\*Prize Details:\*\***

- **\*\*Prize:\*\*** [Description of the prize]

- **\*\*Eligibility:\*\*** All attendees present at [specific date/location]

- **\*\*Announcement Date:\*\*** [Date when winner will be announced]

We believe your commitment to attending our event should be rewarded!

Don't miss your chance to win.

Best of luck, and we look forward to seeing you at [Event Name]!

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]