

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Attendance Prize Notification

We are pleased to inform you that you have been selected as a recipient of the Attendance Prize for [specific event or program name] held on [date or time period]. Your consistent attendance and participation have been commendable and greatly appreciated.

As a token of our gratitude, we would like to award you [describe the prize, e.g., a gift card, certificate, etc.], which you can redeem at [redemption details].

Please join us for the award ceremony on [date and time] at [location or virtual meeting link] where we will present this prize formally.

Congratulations on your achievement, and thank you for your commitment!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Organization's Website]