

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations!

We are excited to inform you that you have been selected to receive a special prize for your outstanding attendance during the [specific time period, e.g., "2023 academic year"]. Your commitment to being present and engaged has truly made a difference, and we appreciate your dedication.

As a token of our appreciation, you will receive [describe the prize, e.g., "a gift card, a trophy, etc."]. We believe that your consistency and participation contribute to the overall success of our community.

Please join us for a celebration on [date of the event] at [event location] to receive your prize and share in the recognition of your achievement.

Thank you once again for your commitment and enthusiasm. We look forward to celebrating this milestone with you!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]