

[Your School/Organization Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations!

We are excited to announce that you have been selected as a recipient of our Simple Attendance Prize for [specific period or event]. Your commitment and dedication to attending [classes/events] continuously has not gone unnoticed.

As a token of our appreciation, we would like to present you with [describe the prize, e.g., a gift card, certificate, etc.].

We encourage you to continue your excellent attendance and look forward to seeing you at future events!

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Optional: School/Organization Logo]