

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce that you have won a prize in our recent Jeopardy competition! Your impressive knowledge and quick thinking set you apart, and we are thrilled to recognize your achievement.

As a token of our appreciation, you will receive [describe the prize] along with a certificate of achievement. You truly showcased exceptional skill and we hope you enjoy your reward.

Please confirm your acceptance of this prize by [date], and let us know if you have any questions.

Congratulations once again, and thank you for your participation!

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]