

[Your Organization's Letterhead]

[Date]

[Winner's Name]

[Winner's Address]

[City, State, Zip Code]

Dear [Winner's Name],

Congratulations!

We are thrilled to announce that you are one of the lucky winners of our [Event Name] raffle! Your ticket number, [Ticket Number], was drawn on [Draw Date], and you have won [Prize Description].

To claim your prize, please [mention any instructions for claiming the prize, such as "visit our office" or "reply to this email"]. We kindly ask that you claim your prize by [Claim Deadline] to ensure it reaches you without any delay.

Thank you for participating in our raffle and supporting [Brief Description of the Cause/Organization]. Your involvement makes a difference!

We look forward to hearing from you soon!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]

[Website URL]

---

\*Note: Adjust details as necessary for your specific context.\*