

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to inform you that you have won a prize in our recent charity raffle held on [date of the raffle]! Your support for [Charity Name] has made a significant impact, and we are excited to reward your generosity.

****Prize Details:****

- ****Prize:**** [Description of the prize]

- ****Value:**** [Prize value]

- ****Ticket Number:**** [Your ticket number]

To claim your prize, please contact us by [deadline date] at [phone number] or [email address]. We will arrange for you to pick up your prize or discuss delivery options.

Thank you for your support, and congratulations once again! Together, we are making a difference in our community.

Warm regards,

[Your Name]

[Your Title]

[Charity Name]

[Phone Number]

[Email Address]