

[Your Organization's Logo/Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Email Address]

Dear [Recipient's Name],

Congratulations!

We are thrilled to inform you that you have won the [Name of Prize] in our recent online raffle held on [Date of Raffle]. Thank you for your participation and support!

To claim your prize, please follow these steps:

1. Contact us at [Contact Email/Phone Number] by [Deadline].
2. Provide your confirmation along with any necessary information such as your preferred method of prize delivery.
3. We will arrange for the delivery or pickup of your prize.

We appreciate your support in our raffle and hope you enjoy your prize!

If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Organization's Phone Number]

[Organization's Website]

[Optional: Social Media Links]