

[Your Organization's Letterhead]

[Date]

[Winner's Name]

[Winner's Address]

[City, State, Zip Code]

Dear [Winner's Name],

Congratulations! You have won [describe the prize] in our recent raffle held on [date of raffle]. We appreciate your participation and are excited to reward you with this prize.

To claim your prize, please follow these instructions:

1. **\*\*Verification:\*\*** Please provide a copy of your ticket and a valid form of identification to confirm your identity.

2. **\*\*Contact Us:\*\*** Reach out to us by [phone number] or [email address] to inform us of your win and your preferred method of prize delivery.

3. **\*\*Claim Deadline:\*\*** Ensure that you claim your prize by [deadline date]. Prizes not claimed by this date will be forfeited.

4. **\*\*Pick Up/Delivery Options:\*\***

- **\*\*In-Person Pickup:\*\*** You can collect your prize at [pickup location] during our office hours [insert office hours].

- **\*\*Delivery:\*\*** If you prefer delivery, please provide your mailing address for shipping.

If you have any questions or need further assistance, don't hesitate to contact us. Once again, congratulations on your win!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Phone Number]

[Email Address]

[Website URL]

[Optional: Social Media Handles]