

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well! We are excited to announce the winners of our recent raffle held on [Date of Raffle]. We appreciate your support and participation in making this event a success.

We are thrilled to inform you that you have won [specific prize details]! Congratulations! Your ticket number, [Ticket Number], was drawn, and we couldn't be happier to present this prize to you.

Please join us for a special presentation on [Date of Presentation] at [Location], where you can collect your prize and celebrate with other winners and participants. If you're unable to attend, feel free to reach out to us to arrange a convenient pick-up time.

Thank you once again for participating in our raffle. Your support helps us [briefly state the cause or purpose of the event]. We look forward to seeing you soon!

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]