

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Congratulations! We are excited to inform you that you have won a raffle prize in our recent [Event Name] held on [Event Date].

Your prize is: [Description of the Prize].

To claim your prize, please contact us at [Contact Information] by [Claim Deadline]. We look forward to celebrating your win!

Thank you for participating and supporting our cause.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]