

Congratulations!

Dear [Recipient's Name],

We are excited to inform you that you have been selected as a winner in our recent [contest/sweepstakes name], held on [date].

Your winning prize is [describe the prize], which will be awarded to you as a token of appreciation for your participation.

Please take a moment to confirm your acceptance of this prize by contacting us at [contact information] by [deadline date]. We will then make arrangements for the delivery of your prize.

Thank you for your participation! We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]