From,

(Sender’s name)

(Sender’s address)

To,

(Recipient’s name),

(Recipient’s address)

Dear sir/ madam,

This letter has been drafted for congratulating you that you have won second prize in the lucky draw held in the USTHRILL Mall on the 5th of May earlier this year. The second prize is the Apple IPod Shuffle and you are the lucky winner to avail to this second prize of the lucky draw. There are certain things that you need to take into account while considering the collection of the prize.

The prize should be collected within a week, that is, tile 17th of June, so that any sort of inconvenience is avoided. Also, a photo identity proof is required along with the person who comes to collect the prize. It should be noted that the prize shall not be handle to anyone else besides the person who played the lucky draw. Regarding any doubts and queries, please feel comfortable to contact us on the number printed on the letter.

Yours sincerely,

(Sender’s name and signature).