

Contest Winner Announcement Formal Letter Template

Subject: Congratulations! You're Our Grand Prize Winner!

Dear [Winner's Name],

We are thrilled to inform you that you are the Grand Prize Winner of our [Contest Name]! Out of over [number] entries, your submission stood out as truly exceptional.

Your entry, "[title of entry]," impressed our panel of judges with its [specific qualities: creativity, originality, technical skill, etc.]. The judges were unanimous in their decision to award you the grand prize.

You have won:

- [Prize Description]
- [Additional prizes or benefits]
- [Any accompanying recognition]

To claim your prize, please contact our office within [timeframe] at [contact information]. You will need to provide verification of your identity and may be required to sign a winner's affidavit and publicity release.

Your winning entry will be featured on our website and in our promotional materials (with your permission). We would also love to schedule a brief interview about your experience and inspiration for creating such outstanding work.

This contest received tremendous participation, making your victory even more impressive. Your talent and creativity have truly set you apart.

Congratulations once again on this fantastic achievement. We look forward to hearing from you soon.

Warmest regards,

[Your Name]

[Your Title]

[Contest Organization]

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