

SAMPLE WINNER NOTIFICATION LETTER (on Sponsoring Company's Letterhead)

[DATE]

[Addressee]

Dear _____:

Congratulations! You have been selected as a [Grand, First, Second, etc.] Prize winner in the [Name of Sweepstake], subject to verification of your eligibility and compliance with the Official Rules (copy enclosed).

As stated in the Official Rules, you must sign and return the enclosed Affidavit of Eligibility/Release of Liability, to be received by us no later than [date]. Please note that your signature must be notarized. If we do not received the properly signed documents from you by the due date, you will forfeit the prize.

Once we have received the enclosed documents and completed the verification process, we will contact you to complete the prize award process. You may expect to hear from us in about ___ to ___ weeks. [Note: this may need to be modified, depending on the circumstances - is it a trip that needs to be coordinated, or a prize that will simply be mailed?]

Sincerely,