

You're Invited to Our Alumni Reunion!

Dear [Alumni Name],

We are excited to announce the upcoming reunion for the graduating class of [Year]. Join us for a day of fun, nostalgia, and reconnecting with old friends!

Date: [Date]

Time: [Time]

Location: [Venue/Location]

Please RSVP by [RSVP Deadline] to ensure we have enough accommodations for everyone.

We can't wait to see you there!

Best regards,

[Your Name]

[Your Position/Role]

[School/University Name]

[Contact Information]