

# You're Invited to Our Alumni Reunion!

Dear [Alumnus Name],

We are thrilled to announce the upcoming Alumni Reunion of [School/University Name], scheduled for [Date] at [Location]. Join us for a day filled with fun, nostalgia, and reconnecting with old friends.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue Address]

Please RSVP by [RSVP Date] to confirm your attendance.

We hope to see you there!

Warm regards,

[Your Name]

[Your Position/Role]

[School/University Name]

[Contact Information]