

# You're Invited to the Annual Alumni Reunion!

Dear [Alumnus Name],

We are thrilled to invite you to our Annual Alumni Reunion, a wonderful opportunity to reconnect with old friends, network with fellow alumni, and celebrate our achievements together!

## Event Details:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Venue/Address]

## Schedule:

- Welcome Reception
- Keynote Speaker
- Networking Activities
- Closing Remarks

Please RSVP by [Insert RSVP Date] to ensure your spot!

We hope to see you there!

Best regards,

[Your Name]

[Your Position]

[University/College Name]

[Contact Information]