

Reminder: Upcoming Alumni Networking Event

Dear [Alumni Name],

We are excited to remind you about our upcoming alumni networking event on [Date] at [Time]. The event will be held at [Venue/Location].

This is a great opportunity to reconnect with fellow alumni, share experiences, and expand your professional network. Join us for an evening of networking, refreshments, and enriching conversations.

Please RSVP by [RSVP Deadline] to ensure your spot at the event.

We look forward to seeing you there!

Best regards,
[Your Name]
[Your Position]
[Your Institution]