

# Dear [Alumnus Name],

We are excited to invite you to the [Year] Alumni Reunion!

Join us to celebrate and reconnect with your fellow alumni. Here are the details:

- **Date:** [Date of Event]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name, Address]
- **Dress Code:** [Formal/Business Casual]

It will be an evening filled with reminiscing, networking, and fun activities!

Please RSVP by [RSVP Date] to [Contact Information].

We look forward to seeing you there!

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