

You're Invited to Our Alumni Weekend Festivities!

Dear [Alumnus Name],

We are excited to invite you to our annual Alumni Weekend, which will take place on [Date] at [Location]. Join us for a weekend filled with festivities, reconnecting with fellow alumni, and celebrating our shared memories.

Event Schedule:

- **Friday:** Welcome Reception at [Time]
- **Saturday:** Campus Tours and Workshops from [Time] to [Time]
- **Saturday Evening:** Gala Dinner at [Time]
- **Sunday:** Farewell Brunch at [Time]

Please RSVP by [RSVP Date] to [RSVP Email/Link]. We look forward to celebrating with you!

Warm regards,

[Your Name]

[Your Title]

[University Name]