

# Dear [Alumnus Name],

We hope this message finds you well. As a valued member of our alumni community, we are reaching out to strengthen our connection and invite your input on enhancing our library services.

Our library has always been a cornerstone of academic support at [University Name], and with your experiences and insights, we can better serve current and future students. We are interested in learning how our library has impacted your journey and what improvements you would suggest.

Please join us for an upcoming virtual focus group on [Date] at [Time]. Your participation would be greatly appreciated, and it will help us continue to evolve our services to meet the needs of our community.

To RSVP, please reply to this email by [RSVP Deadline]. If you have any immediate thoughts or suggestions, feel free to include them in your reply.

Thank you for considering this opportunity to give back to [University Name]. We look forward to your valuable insights.

Warm regards,

[Your Name]

[Your Position]

[Library Name, University Name]

[Contact Information]