

Dear [Alumni Name],

I hope this letter finds you in great spirits and good health. As a proud member of the [School Name] community, you have played an integral role in shaping the legacy of our school.

Today, I am reaching out to request your support for our upcoming fundraising campaign aimed at [specific goal, e.g. enhancing our sports facilities, supporting scholarships, etc.]. With your contribution, we can ensure that our current students have access to the same opportunities that enriched your educational experience.

We are aiming to raise [amount] by [deadline] and we would be grateful for any amount you can contribute. Every donation, no matter the size, makes a significant impact. To make your contribution, please visit [donation link] or contact us at [contact information].

Thank you for your continued support of [School Name]. Together, we can make a difference in the lives of our current and future students.

Sincerely,
[Your Name]
[Your Position]
[School Name]
[Contact Information]