

Dear [Alumni Name],

We are excited to announce our upcoming reunion for the [Graduation Year] class! As we gather to reconnect and reminisce, we also aim to support our beloved alma mater.

To make this reunion even more special, we invite you to contribute to the [Fund/Project Name]. Your generosity will help us [describe the purpose of the funds, e.g., support scholarships, improve campus facilities, etc.].

The reunion will take place on [Date] at [Venue/Location]. We would appreciate your donation by [Date for donations] to ensure its effective use for our initiatives.

Every contribution counts, no matter the size. Together, we can make a lasting impact on future generations of students.

Please visit [website or donation link] to make your donation or contact us at [contact information] for any questions.

We look forward to seeing you at the reunion!

Sincerely,
[Your Name]
[Your Position/Role, if applicable]
[School/University Name]