

You're Invited to Our Alumni Gathering!

Dear [Alumni Name],

We are excited to announce our upcoming alumni gathering and would love for you to join us!

Event Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

Please confirm your attendance by [RSVP Date].

Verification:

In order to verify your attendance, please send us a response with:

- Your full name
- Your graduation year
- Your current contact information

We look forward to reconnecting with you and reminiscing about our wonderful days together!

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