

Alumni Reunion RSVP

Dear [Alumnus Name],

We are excited to announce our upcoming Alumni Reunion scheduled for [Date] at [Location]. It's a wonderful opportunity to reconnect with old friends, share memories, and celebrate our achievements together.

Please let us know if you will be able to join us by [RSVP Deadline]. Your response is essential for our planning.

RSVP Details:

Attendance: Yes / No

Number of guests: [__]

Comments or dietary restrictions: [__]

You can RSVP by responding to this email or by contacting us at [Contact Information].

We look forward to seeing you!

Warm regards,

[Your Name]

[Your Position]

[Alumni Association Name]