

# Alumni Reunion Presence Confirmation

Dear [Alumni Name],

We are excited to invite you to the upcoming Alumni Reunion scheduled for [Date] at [Location]. Your presence would mean a lot to us and your fellow alumni.

Please confirm your attendance by replying to this email by [RSVP Deadline].

We look forward to reminiscing and celebrating our achievements together!

Best regards,  
[Your Name]  
[Your Title/Position]  
[Institution Name]  
[Contact Information]