

# You're Invited to Our Alumni Gathering!

Dear [Alumni's Name],

We are excited to remind you of the upcoming Alumni Gathering scheduled for [Date] at [Time].  
The event will take place at [Venue/Location].

This is a wonderful opportunity to reconnect with fellow alumni, share your experiences, and network with professionals from various fields.

Please RSVP by [RSVP Deadline] to confirm your attendance.

We look forward to seeing you there!

Warm regards,

[Your Name]  
[Your Position/Role]  
[Organization Name]  
[Contact Information]