

# Dear [Alumni Name],

We are excited to announce that the [School/University Name] Alumni Reunion is just around the corner! Scheduled for [date], this event is a wonderful opportunity to reconnect with old friends, share memories, and celebrate our achievements as a community.

Your presence at the reunion would mean a lot to us and to your fellow alumni who have shared great moments with you. Come and enjoy an evening filled with laughter, great food, and inspirational talks from our distinguished alumni.

To confirm your attendance, please RSVP by [RSVP deadline] at [contact information]. We hope you will join us in making this reunion a memorable event!

Looking forward to seeing you there!

Sincerely,  
[Your Name]  
[Your Position/Title]  
[School/University Name]  
[Contact Information]