

# You're Invited to Our Alumni Reunion!

Dear [Alumni Name],

We are excited to announce our upcoming Alumni Reunion, which will be held on [Date] at [Location]. This is a wonderful opportunity to reconnect with old friends and reminisce about the great times we shared during our school years.

Details of the Event:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Address]
- **Dress Code:** [Casual/Formal]

Please RSVP by [RSVP Date] to ensure we can accommodate everyone. You can reply by emailing us at [Email Address] or calling [Phone Number].

We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Title/Position]

[Your Institution Name]