

Alumni Reunion Event Schedule Reminder

Dear Alumni,

We are excited to remind you of the upcoming Alumni Reunion scheduled for **[Date]** at **[Location]**. Here's the schedule for the day:

Event Schedule

- **[Time]**: Registration
- **[Time]**: Opening Ceremony
- **[Time]**: Keynote Speaker
- **[Time]**: Alumni Networking Session
- **[Time]**: Lunch
- **[Time]**: Group Activities
- **[Time]**: Closing Remarks

Please RSVP by **[RSVP Date]** to help us finalize the arrangements. We look forward to reconnecting with old friends and creating new memories!

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]