

Alumni Gathering Weekend Plan

Dear [Alumni Name],

We are excited to announce our upcoming Alumni Gathering Weekend scheduled for [Date]. This is a wonderful opportunity to reconnect, reminisce, and strengthen our alumni community.

Weekend Schedule:

- **Friday Evening:** Welcome Reception at [Location] - [Time]
- **Saturday:**
 - Brunch at [Location] - [Time]
 - Panel Discussion featuring esteemed alumni - [Time]
 - Campus Tour - [Time]
 - Dinner Gala at [Location] - [Time]
- **Sunday:**
 - Farewell Breakfast at [Location] - [Time]
 - Networking Session - [Time]

Please RSVP by [RSVP Date] to ensure your spot. Let us know if you will be bringing a guest. We look forward to seeing you!

Warm regards,

[Your Name]
[Your Title/Position]
[University/Organization Name]
[Contact Information]