

Dear [Alumni Name],

We are excited to invite you to our upcoming Alumni Gathering!

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue/Address]

This event is a wonderful opportunity to reconnect with your classmates, share experiences, and network with fellow alumni. The evening will include refreshments, activities, and an inspiring talk from our guest speaker.

Please RSVP by [Insert RSVP Date] to confirm your attendance.

We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Your Organization]