

Dear [Alumni Name],

We are excited to announce the upcoming reunion of the [School/University Name] Alumni Association!

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue Address]

Please join us for an evening of reminiscing and reconnecting with fellow alumni. This is a wonderful opportunity to network, share experiences, and celebrate the achievements of our community.

RSVP by [RSVP Deadline] to ensure your spot at this special event.

We look forward to seeing you!

Warm regards,

[Your Name]

[Your Position]

[Alumni Association Name]

[Contact Information]