

Dear [Alumni Name],

We are thrilled to invite you to our upcoming Alumni Fellowship Gathering!

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This is a wonderful opportunity to reconnect with fellow alumni, share experiences, and strengthen our community. Activities will include keynote speeches, networking sessions, and a dinner.

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

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]