

Dear [Alumni Name],

We are excited to invite you to the [Year] Alumni Reunion!

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Join us for an evening of reminiscing and reconnecting with old friends. It will be a wonderful opportunity to relive memories and create new ones.

Please RSVP by [RSVP Date] to [Contact Information]. We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Position/Role]

[School/Organization Name]