

You're Invited!

Dear [Guest's Name],

We are thrilled to invite you as our special guest at the upcoming Alumni Gathering of [University/College Name]!

Date: [Date]

Time: [Time]

Location: [Venue/Address]

This event is a wonderful opportunity to reconnect with old friends, celebrate our achievements, and share memorable experiences. Your presence would mean a lot to us and add a special touch to the gathering.

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

We look forward to seeing you!

Warm regards,

[Your Name]

[Your Position]

[University/College Name]

[Contact Information]