

# Alumni Association Registration Request

Date: [Insert Date]

To,

The Alumni Association,  
[University/College Name]  
[University Address]

Dear Alumni Association Committee,

I hope this message finds you well. My name is [Your Name], and I am a proud graduate of [University/College Name], class of [Graduation Year]. I am writing to formally request registration as a member of the Alumni Association.

Having fond memories of my time at [University/College Name], I am eager to stay connected with my fellow alumni and contribute to the ongoing growth and initiatives of our esteemed institution.

My details are as follows:

- **Full Name:** [Your Full Name]
- **Email:** [Your Email Address]
- **Phone Number:** [Your Phone Number]
- **Graduation Year:** [Graduation Year]
- **Degree(s) Obtained:** [Your Degree(s)]

I look forward to your positive response and to becoming an active member of the Alumni Association. Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]