

Dear [Alumni Name],

I hope this letter finds you in great spirits and wonderful health. As a proud alumnus of [School Name], you hold a special place in our community.

We are reaching out to you today to seek your support for our upcoming fundraising campaign. The funds raised will go towards enhancing our facilities, expanding our programs, and ensuring that future generations of students have the same enriching experience that you enjoyed.

Your generous contribution, no matter the size, can make a significant difference in our efforts. Every dollar counts, and together, we can achieve our goals.

Please consider making a donation today. You can visit our website at [Website URL] to contribute online or send a check payable to [School Name] at [School Address].

Thank you for taking the time to consider supporting our school. We appreciate your continued commitment to [School Name] and look forward to your positive response.

Warm regards,

[Your Name]
[Your Title]
[School Name]
[Contact Information]