

Dear [Alumni Name],

I hope this letter finds you in great spirits. As a valued member of our alumni community, your connection to [Institution Name] has made a significant impact on our missions and objectives.

We are excited to introduce a new initiative focused on planned giving, which offers you an opportunity to support [Institution Name] while also benefiting you and your family. Planned giving allows you to make a lasting legacy through various options, such as bequests, charitable trusts, and other financial arrangements.

Your generosity can help sustain our programs, enhance student experiences, and continue the tradition of excellence at [Institution Name]. We invite you to explore how planned giving can align with your philanthropic goals.

For more information or to discuss potential plans, please feel free to contact us at [Contact Information]. Thank you for considering this important way to give back to [Institution Name].

Sincerely,
[Your Name]
[Your Title]
[Institution Name]