

# Dear [Alumni Name],

I hope this message finds you well. As a proud alumnus of [University/School Name], your achievements and experiences inspire our current students every day.

We are reaching out to seek your support in our ongoing efforts to enhance the educational experience at [University/School Name]. Your contributions have always played a crucial role in shaping the future of our institution.

This year, we are focused on [specific project or initiative], and with your help, we can make a significant impact. Your financial support would assist in [briefly outline what the contributions will go towards].

We invite you to consider making a contribution of [suggested amount or flexible] to help us continue this important work. Every gift, regardless of size, makes a difference!

If you're interested in contributing, please visit [donation link] or contact us at [contact information]. Thank you for considering this opportunity to give back to [University/School Name].

Warm regards,

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