

# Dear [Alumni Name],

We are excited to invite you to our annual Alumni Gathering!

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

This is a wonderful opportunity to reconnect with old friends, share memories, and network with fellow alumni. There will be food, drinks, and an exciting program planned for the evening.

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

We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Position]

[School/University Name]

[Contact Information]