

Dear [Alumni Name],

We are excited to remind you about the upcoming Alumni Event scheduled for [Date] at [Time]. The event will take place at [Location].

This is a wonderful opportunity to reconnect with old friends, network with fellow alumni, and share your experiences since graduation.

Please RSVP by [RSVP Date] to ensure we have an accurate headcount. You can respond to this email or contact us at [Contact Information].

Looking forward to seeing you there!

Best Regards,

[Your Name]

[Your Title]

[Your Institution]