

# Dear [Alumni Name],

We hope this message finds you well! As we prepare for our upcoming event, [Event Name], we want to extend a special invitation to you to participate in our planning process.

Your experience and insights as an alumnus/a of [School Name] are invaluable to us. We believe your involvement can help shape the event into a memorable experience for all attendees.

The event is scheduled for [Date] at [Location]. We would love your feedback on potential activities, guest speakers, and any other ideas you might have. Additionally, we'd appreciate your help in reaching out to other alumni who may be interested in joining us.

Please let us know if you would be interested in participating. We would be thrilled to have your support!

Thank you for considering this opportunity to engage with our school community once again.

Warm regards,

[Your Name]

[Your Title/Position]

[School Name]

[Contact Information]