

# Dear [Alumni Name],

I hope this message finds you in great spirits. As a proud member of the [School/University Name] alumni community, I want to extend my heartfelt gratitude for the invaluable role you have played in shaping our institution.

As we strive to enhance the educational experience for our current students, we are turning to our esteemed alumni for support. Your contributions can make a significant impact on [specific program, scholarship, or facility]. Together, we can ensure that future generations of students have access to the same opportunities that we cherished.

We would be honored if you would consider making a donation to our cause. No contribution is too small, and every gift helps us move closer to our goals.

Thank you for your time and consideration. Your support means the world to us and to the students who will benefit from it.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[School/University Name]  
[Contact Information]