

Dear [Alumnus Name],

I hope this message finds you well. As a proud graduate of [University Name], you have undoubtedly cherished the experiences and education that contributed to your personal and professional growth.

We are reaching out to you today to share an exciting opportunity to give back to the institution that has played a pivotal role in shaping your future. Your generous support helps us continue to provide valuable resources and opportunities for current students and future generations of [University Name] alumni.

As we embark on [specific project, campaign, or goal], we would be honored to have you as part of this journey. Your contribution, no matter the size, can make a significant impact. Enclosed with this letter is a donation form for your convenience.

Thank you for considering this opportunity to show your support for [University Name]. We are grateful for your continued involvement and encourage you to share your story with fellow alumni.

Warm regards,

[Your Name]

[Your Title]

[University Name]

[Contact Information]