

Dear [Alumnus Name],

I hope this message finds you well. As a proud member of the [University/School Name] alumni community, your support has always played a crucial role in shaping the future of our institution and its students.

We are excited to announce an upcoming project: [Brief description of the project]. This initiative aims to [describe purpose and goals]. However, to bring this vision to life, we need your help.

We are seeking to raise [fundraising goal] to cover the costs associated with [specific expenses]. Your contribution will make a significant difference in achieving our goals and enhancing the experience of current and future students.

Every donation, no matter the amount, brings us closer to our target. You can make your gift online at [insert donation link] or by mailing a check to [insert address].

Thank you for considering this opportunity to support [University/School Name]. Together, we can make a lasting impact.

Warm regards,

[Your Name]
[Your Title/Role]
[University/School Name]
[Contact Information]