

# Dear [Alumni Name],

We hope this message finds you well. As we prepare for our upcoming reunion, we are excited to celebrate the cherished memories and lasting friendships formed during your time at [School/University Name].

This year, we are reaching out to ask for your support in making our reunion a remarkable event for all attendees. Your generous donation will help cover the costs of festivities, activities, and special projects that leave a lasting legacy for future students.

Every contribution, no matter the size, will make a difference in bringing our alumni community together and enhancing the experience for all. We kindly ask you to consider a donation of \$[suggested amount], or any other amount that feels right for you.

To make your donation, please visit [donation link] or mail a check to [address]. We are immensely grateful for your continued support and commitment to [School/University Name].

Thank you for being an invaluable part of our community. We look forward to seeing you at the reunion!

Warm regards,

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