

# Dear Alumni,

We are excited to announce our upcoming Alumni Gathering!

Date: **[Insert Date]**

Time: **[Insert Time]**

Location: **[Insert Venue/Address]**

Join us for an evening of reconnecting, reminiscing, and networking with fellow alumni. There will be food, drinks, and various activities!

Please RSVP by **[Insert RSVP Date]** to [\[Insert Email\]](#).

We look forward to seeing you!

Sincerely,  
[Your Organization Name]