

Alumni Reunion Reminder

Dear [Alumnus Name],

We are excited to remind you about the upcoming School Alumni Event!

Date: [Date]

Time: [Time]

Location: [Venue/Address]

This is a wonderful opportunity to reconnect with old friends and reminisce about the great times we had at [School Name]. We will have food, drinks, and exciting activities planned for everyone!

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position/Role] at [School Name]

[Contact Information]