

Date: [Insert Date]

Dear [Alumnus/Alumna Name],

Greetings from [School Name]! We are delighted to invite you to the **[Year]** Alumni Reunion, a special event dedicated to rekindling friendships, reminiscing about your cherished school days, and celebrating the enduring spirit of our alma mater.

**Event Details:**

**Date:** [Date of Event]

**Time:** [Start Time] – [End Time]

**Venue:** [Venue Details/Address]

**Dress Code:** [Optional Dress Code, e.g., Formal/School Colors]

Join us for an evening filled with memories, laughter, and reconnecting with old friends and teachers. The event will include [mention any special activities: speeches, performances, dinner, campus tour, games, etc.].

Kindly confirm your attendance by [RSVP Deadline Date]. You may RSVP by contacting us at [RSVP Email or Phone Number] or by filling out the online form at [RSVP Link, if applicable].

We look forward to your presence and hope to make this reunion a memorable occasion for all. Let's come together to celebrate our journey and the bonds that last a lifetime.

Warm regards,

[Your Name]

[Designation/Role, e.g., Alumni Coordinator]

[School Name]

[Contact Information]