

Sample Invitation Letter for Alumni Meet at School

[School Letterhead]

[School Name]

[School Address]

[City, State, ZIP Code]

[Contact Number]

[Email Address]

Date: [Insert Date]

Dear [Alumnus/Alumna Name],

Greetings from [School Name]!

We are delighted to inform you that [School Name] is organizing an **Alumni Meet** on **[Event Date]** at **[Event Venue]**. This event is a wonderful opportunity for you to reconnect with your former classmates, esteemed teachers, and the school that holds a special place in all our hearts.

The meet is designed to relive fond memories, celebrate the achievements of our alumni, and discuss the future prospects of our alma mater. The agenda includes welcome speeches, networking sessions, cultural performances, and a tour of the school campus.

Event Details:

Date: [Event Date]

Time: [Event Time]

Venue: [Event Venue]

Dress Code: [Dress Code, if any]

We sincerely hope you will honor us with your presence and participate in this memorable gathering. Please confirm your attendance by [RSVP Date] through email at [Contact Email] or phone at [Contact Number].

Let us come together to celebrate our shared journey and create more unforgettable memories. We look forward to welcoming you back!

Warm regards,

[Principal's Name]

Principal

[School Name]