LETTER TEMPLATE #3

# **Date:**

# **Class of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., 1970 Medicine)**

Dear Classmates:

We are pleased to announce that registration is now open for our class reunion. We hope you will join us. CLICK HERE to purchase tickets by September XX.

Name of Event

Date

Time

Location

Price

Special notes: limited space, classmates only, guests welcome, children / families welcome, etc.

In addition, there are a number of events happening of the U of A’s Alumni Weekend, including the FoMD Alumni Brunch on Sunday. We encourage you attend the brunch especially where we will be seated as a class.

List other Alumni Weekend events you will be attending as a class.

CLICK HERE to browse and register for all Alumni Weekend events.

Add hotel information

I/We look forward to seeing you at our reunion. If you have any questions, please reach me/us as indicated below.

Regards,

(Signature)