

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am excited to inform you about the upcoming BN USMC Reunion scheduled for [Date] at [Location]. It's been [number] years since we last connected, and this event will be a wonderful opportunity to reminisce, reconnect, and celebrate our shared experiences.

The reunion will include activities such as [list any planned activities, e.g., a welcome dinner, group activities, a memorial service, etc.]. It's important to us that we honor our bond and the sacrifices we've made together.

Please RSVP by [RSVP Date] to help us with the planning. You can reply by [provide contact method, e.g., phone or email]. Feel free to share this information with fellow Marines who may not have received this invite. Looking forward to seeing you and catching up!

Semper Fi,

[Your Name]
[Your Rank/Unit, if applicable]