

[Your Institution's Name]
[Your Institution's Address]
[City, State, Zip Code]
[Date]

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

Dear [Recipient's Name],

Subject: Invitation to BTech Alumni Gathering

We are excited to invite you to the upcoming BTech Alumni Gathering scheduled for [Date] at [Time]. The event will be held at [Venue/Location].

This gathering will provide an excellent opportunity to reconnect with fellow alumni, share experiences, and explore collaborations that can impact our community and industries positively.

Please RSVP by [RSVP Date] to [Contact Information or RSVP Link].

We look forward to seeing you there!

Warm regards,

[Your Name]
[Your Position]
[Your Institution's Name]
[Contact Information]
[Email Address]