

[Your Name]
[Your Title]
[Your Organization/University Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Alumnus Name]
[Alumnus Address]
[City, State, Zip Code]

Dear [Alumnus Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent conversation regarding [specific topic or event]. It was a pleasure connecting with you and learning about your journey since graduating from [University Name].

As we discussed, [reiterate any specific points of discussion, opportunities, or events that are relevant]. Your insights into [specific industry or experience] were incredibly valuable, and I believe they could greatly benefit our current students and alumni network.

We are excited to invite you to participate in [mention any upcoming events, webinars, networking opportunities], which I believe would be a fantastic platform for you to share your experiences and connect with fellow alumni.

Please let me know if you're interested, and feel free to reach out with any questions or suggestions you may have. Thank you once again for your time and support of [University Name].

Looking forward to hearing from you soon!

Warm regards,

[Your Name]
[Your Title]
[Your Organization/University Name]