

[Your Alumni Association Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well and thriving. As a proud member of the [University/School Name] alumni community, you know firsthand the lasting impact our institution has on its students and alumni.

We are reaching out to you today to invite you to join us in supporting the continued success of [University/School Name]. As we strive to enhance our programs, expand resources, and foster new opportunities for current and future students, your generous contribution plays a crucial role.

This year, we aim to [specific goal or project, e.g., raise funds for scholarships, improve campus facilities, support specific programs]. Your donation, no matter the size, will directly contribute to our mission of [specific mission/vision of the alumni association].

Here are just a few ways your support can make a difference:

- [\$X] provides [specific example]
- [\$Y] helps [specific example]
- [\$Z] contributes to [specific example]

We encourage you to visit our website at [website URL] for more details about our initiatives and how your contribution can make a significant impact.

We would be honored to count you among our supporters. If you're ready to make a difference, please consider making a donation by [specific instructions for donation, e.g., click the link, send a check, etc.].

Thank you for being a vital part of the [University/School Name] family. Together, we can ensure a bright future for our students and our community.

Warmest regards,

[Your Name]

[Your Title]

[Alumni Association Name]

[Contact Information]

[Optional: Social Media Links]

P.S. If you're interested in getting more involved with the alumni association, please let us know! We would love to connect with you.