

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

Dear [Team Name/Alumni Coordinator's Name],

I hope this letter finds you well. My name is [Your Name], and I am an alumnus of [University/College/High School], where I had the honor of representing my school as a member of the football team.

I am writing to express my interest in attending the upcoming alumni event scheduled for [Date of Event]. This event offers a valuable opportunity for former players to reconnect, share experiences, and celebrate our shared history with [Team Name].

I would greatly appreciate any information you could provide regarding the agenda, registration process, and any opportunities for alumni to contribute to the event's success. Thank you for considering my request, and I look forward to the chance to reconnect with fellow alumni and support [Team Name].

Thank you for your time and attention.

Sincerely,

[Your Name]  
[Your Position/Role if applicable]