

[Your University/Organization Letterhead]

[Date]

[Alumnus Name]

[Alumnus Address]

[City, State, Zip Code]

Dear [Alumnus Name],

I hope this message finds you well and thriving. As an esteemed member of our alumni community, we are excited to invite you to participate in our upcoming Marathon Fundraiser, scheduled for [Date] at [Location].

This event aims to raise funds for [specific cause or program], and your participation is vital to its success. It promises to be a fantastic day filled with camaraderie, achievement, and support for our shared mission.

****Event Details:****

- ****Date:**** [Date]

- ****Time:**** [Start Time]

- ****Location:**** [Location]

- ****Registration Fee:**** [Amount]

- ****Contact:**** [Contact Information]

We encourage you to join us as a runner, volunteer, or supporter.

Together, we can make a significant impact in our community.

Please RSVP by [RSVP Date] to ensure your spot. You can register online at [Registration Link].

Thank you for being an integral part of our alumni family. We look forward to seeing you at the marathon!

Warm regards,

[Your Name]

[Your Position]

[Your University/Organization]

[Contact Information]

[Website]