

[Your Name]
[Your Title]
WFSB
[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. As a proud member of the WFSB community, we are reaching out to reconnect with our alumni and update you on some exciting developments at our station.

[Briefly highlight recent achievements or changes at WFSB.]

We value the connection we share with our alumni and would love to hear about your journey since graduation. Your story could inspire current students and showcase the diverse paths that a WFSB education can lead to.

We invite you to participate in our upcoming alumni event on [date] at [location/time]. This will be a great opportunity to network, share experiences, and support each other.

Please let us know if you're interested in attending or if you'd like to share your story through our alumni spotlight feature.

Thank you for being a vital part of our WFSB family. We look forward to hearing from you!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

WFSB