

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well! It's been far too long since we've all gathered together. I am excited to announce that we are planning a reunion for [specific group, e.g., high school classmates, family, etc.], and we would love for you to join us.

**\*\*Date:\*\*** [Reunion Date]

**\*\*Time:\*\*** [Start Time] to [End Time]

**\*\*Location:\*\*** [Venue/Address]

**\*\*RSVP By:\*\*** [RSVP Date]

Please bring along any memories you'd like to share and feel free to invite anyone else you think would enjoy reconnecting. It will be a fantastic opportunity to catch up, reminisce, and create new memories together!

Looking forward to seeing everyone there!

Warm regards,

[Your Name]

[Your Position, if applicable]

[Optional: Group Name or Affiliation]