# **Date:**

# **Class of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., 1970 Medicine)**

Dear Classmates:

Our reunion is fast approaching! Alumni Weekend is taking place on the U of A campus September 24 - 27, 2020. As the organizer/s of our class reunion, I/we want to update you on what’s being planned and encourage you to attend.

Registration for Alumni Weekend will open in early June. For complete details on all that is planned to help us celebrate and to register for events, visit the website atalumni.ualberta.ca/events/alumni-weekend. There you’ll find information on activities, events and tours. In addition, there is valuable information on parking, hotels and other services available during Alumni Weekend.

**Tailor your letter to include some of the following:**

* **Update on private class events**
* **Faculty or Alumni Association events you want to encourage classmates to attend**
* **A class gift (if you’d like to encourage your classmates to donate)**
* **A “Where are They?” list of missing classmates for who we do not have contact info for**
* **Hotel information (if you want your group staying at one place)**
* **Special information on classmates: interesting stories of classmates, who is attending from out of town, etc.**
* **Request for volunteers to help with a phone campaign, putting together a photo slideshow or memory book, etc.**

**Your letter can be as long as you want, so include as much information as you like!**

I/We look forward to seeing you at our reunion. If you have any questions, please reach me/us as indicated below.

Regards,

(Signature)