<Name of the sender>

<Position>

Batch <Insert School year here (e.g. 1989 – 1990)> , <Name of School>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Name of the recipient>

<Position, Organization>

<Address>

Dear <Name of recipient>,

<Name of School> will be holding its Annual Homecoming on [INSERT DATE HERE] to celebrate the achievements and togetherness of the alumni of the aforementioned school. This event will include a lot of activities, games, a raffle, and awarding of recognitions to outstanding alumni.

In line with this, we humbly ask for your generosity to help us in the celebration of our memories with the alma mater. Any amount will be highly appreciated. You may send your donations through [INSERT DONATION LINES HERE].

Thank you in advance and may God bless you.

Best regards,

[Signature over sender’s name]