

## **SAMPLE LETTER FOR A 50th CLASS REUNION OUTLINE**

November 1, 2004

Dear Class of '54 Alumnus,

We are still making plans for the 50th Anniversary for the Class of 1951. The tentative celebration activities are as follows:

**THURSDAY – SEPTEMBER 30, 2004**

Tour of WSSU Campus  
Reunion Dinner  
Hospitality Hour

**FRIDAY – OCTOBER 1, 2004**

March in founder's Day Convocation  
Alumni Reception  
Alumni Registration  
Alumni Homecoming Ball

**SATURDAY – OCTOBER 2, 2004**

Homecoming Parade  
Chancellor's Tailgate  
Homecoming Football Game  
Alumni Old School House Dance

**SUNDAY – OCTOBER 3, 2004**

Alumni Worship Service

The reunion cost is \$\_\_\_\_\_. Additional guest can attend for \$\_\_\_\_\_ per person. If your schedule does not permit you to attend the celebration, please make a donation of \$1,000 or more toward the scholarship fund. Our goal is to raise at least \$\_\_\_\_\_ for the scholarship.

The host hotel is the \_\_\_\_\_. Rooms have been reserved under 50th Anniversary Class of 1954. You may call them at (336) \_\_\_\_\_ to reserve your room.

We would like to hear from every member of the Class of 1951 indicating their plans to join us on September 30th – October 2nd, or by submitting a generous donation toward the scholarship fund. If you know of any classmates who have not been contacted, please send their name, address and telephone number. We are also seeking the names of any deceased members. The deadline for all monies and information is \_\_\_\_\_.

Thank you for your efforts in making this 50th Anniversary Class Reunion the best. Additional information will be mailed later, but do not hesitate to contact me with questions or suggestions. My number is \_\_\_\_\_.

Sincerely,