

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address: Name
Company		Address Line 1
Address Line		Address Line 2
City, State Zip Code		City, State Zip Code

Re: Class Reunion

Dear :

Our th class reunion will be held on Date at the Hotel at p.m. This year, we will crown a king and queen of the reunion. So, if you would like to nominate someone or even yourself, please complete the enclosed application form.

We look forward to seeing you there!

Sincerely,

N A M E