

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

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

Re: Ask Alumni for Donations to their Alma Mater

Dear :

Do you remember the wonderful trees that you sat under and studied? Do you remember that meal of chicken nuggets and fries that you shared with your friends in the cafeteria? Do you remember the class that changed your life? Aren't you glad that the dorm room walls cannot talk? {Name} College has given you many, many memories. Don't you want future students to be able to share in those and many more memories? Donate today to the Alma Mater Club. Keep the dreams alive.

Sincerely,

N A M E