

Subject: [School Name] – New Alumni Site

Dear [Alumnus/Alumna],

A warm and heartfelt welcome to you, our esteemed member of the alumni community!

I'm thrilled to share some exciting news with you today. As part of our ongoing efforts to enhance and strengthen our alumni community for the long term, we've embarked on an exciting journey of transformation. I'm delighted to announce the launch of our new alumni platform, designed to offer you improved engagement opportunities and a more enriching experience.

Our new platform opens up a world of possibilities for you to connect, engage, and stay informed. Whether you're browsing through photos from cherished moments, exploring job opportunities, seeking support, or staying updated on upcoming events and reunions, our platform is here to cater to your needs. Additionally, it provides a platform for you to share your own achievements and stories, fostering deeper connections within our vibrant community.

Please look out for an email from our new alumni system, Alumnly, on **Tuesday, 24th March**, containing instructions on how to access your updated alumni site. With our new platform, the login process is now smoother and more convenient than ever – just a simple click of a button. Upon logging in for the first time, we kindly ask you to review and update your contact and other relevant details to ensure we can stay connected and informed.

We firmly believe that our new alumni platform will significantly enhance our community and contribute to its growth and strength. Together, we have the power to make our alumni community better and stronger than ever before.

Thank you for your continued support and engagement. I'm truly excited about the positive impact we can create together.

Warm regards,
[Your Name, title, school]