[Date]

[Alumni Name]
[Address Line 1]
[City, State, Zip Code]

Dear [Alumni Name],

Congratulations once again on completing the [Program Name]! We are reaching out today to check in on your progress since your graduation on [Graduation Date].

As part of our commitment to your ongoing success, we would love to hear how you are applying the skills you learned. Please take a moment to provide us with a brief update on your current career status or any milestones you have achieved.

We are also collecting feedback to improve our curriculum for future students. If you have a few minutes, please complete our brief alumni survey at the link below:

[Link to Survey/Check-in Form]

If you require any additional career support, networking resources, or transcript services, please do not hesitate to contact our office at [Phone Number] or [Email Address].

We are proud of your achievements and look forward to hearing about your continued journey.

Best regards,

[Your Name]
[Your Title]
[Organization Name]