[Date]

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

Dear [Alumni Name],

On behalf of the entire executive leadership team, it is my great pleasure to welcome you back to [Organization/University Name].

Your journey since your time with us has undoubtedly been filled with significant achievements and growth. We are incredibly proud of the impact you have made in your professional endeavors, and we are honored that you have chosen to reconnect with your roots here.

As a returning member of our alumni community, you bring a wealth of experience and a unique perspective that is invaluable to our current mission. We are committed to fostering a lifelong relationship with you and providing opportunities for you to engage with our current initiatives, mentor the next generation, and network with fellow leaders.

We look forward to your participation in our upcoming events and hearing your insights as we continue to grow. Please do not hesitate to reach out to our Alumni Relations office if there is anything we can do to support your continued success.

Welcome home.

Sincerely,

[Signature]

[Executive Name]
[Title]
[Organization Name]