**EXAMPLE EMAIL**

**INVITATION TO JOIN IN ONE EVENT IN YOUR CITY (INDIANAPOLIS)**

EXAMPLE

Dear <FIRST NAME>,

Saint Mary-of-the-Woods College Alumni Board is excited to invite you to participate in Celebrating Service. This joint project between the College and the Sisters of Providence, encourages us to serve our communities throughout the year in the spirit of Saint Mother Theodore Guerin.

Over the last several years our alums have participated in service projects in their local communities around the globe. We are hopeful that this year you will join us.

To this end, the following is one of the projects currently planned in your area:  
  
**Roadside Clean-up Project in Indianapolis** <NAME OF PROJECT, CITY/REGION>  
  
Indy Area Alums are invited to join in a "Roadside Clean -up" on <DATE> from 2-4pm EST.  
Please contact COORDINATOR NAME if you are interested in participating...Telephone # or email:

Participants will meet between 1:30 and 1:45pm at < ADDRESS>. There is plenty parking for visitors’ right out front of the building. BRING YOUR OWN GLOVES! Wear your SMWC T-shirt!

<YOUR NAME, SMWC ‘CLASS YEAR>