

Sample “Call for News” Letter

October 1, 2007

Dear Classmates,

What’s new? Your friends and classmates are eager to hear what’s going on in your life. Tell them all the easy way — with a paragraph or two in our Class Letter.

You’ll receive a copy of this letter in about two months, but my deadline is just a few weeks away. Please send in your news today. No matter how large or small your news, your classmates are waiting to hear from *you*.

With all best wishes,

Suzy Friend, Class Secretary ’XX

1 Friend Terrace

Lewiston, ME 04240

207-555-1212

sfriend@alumni.bates.edu

(on reverse of letter)

Name: _____ *Class Year:* _____

Address: _____

Telephone: _____ *Fax:* _____ *Email:* _____

News to share: