SAMPLE E-MAIL or LETTER

Fellow Alum,

I hope this finds you well and looking forward to spring and summer. Believe it or not it's time to gather class notes for the summer edition of the WC Magazine.

First, a couple of updates from the College; (**Personalize with information regarding your class, the college or affinity group**) As a member of the Class of 1988 can you believe we are getting ready to celebrate our 25th Class Reunion? I hope you are planning on attending Alumni Weekend, May 31st through June 2nd.

The men's basketball team celebrated the 100th anniversary of its first-ever game on December 7th and 8th. Coincidentally, Head Coach Rob Nugent and the WC men's basketball team was recognized with a 2012 National Sportsmanship Award, presented by the St. Louis Sports Commission.

Campus is looking pretty amazing these days with the newly renovated Miller Library which has a café for students, faculty and staff to enjoy and the Johnson Fitness Center expansion that includes the new Davenport Cardio Gallery. (Hint, If you return for Alumni Weekend you'll have a chance to experience both of these newly renovated facilities.)

Have you heard that the Sophie Kerr Prize will be announced in Baltimore this year? The \$61,000 dollar award will be presented during a public event at the Enoch Pratt Free Library on Tuesday, May 14th.

You may have noticed the fall issue of the WC Magazine was overflowing with class notes. Believe me inquiring minds want to know what's going on in your life. Have you done some traveling? Caught up with classmates? Had an incredible once in a life time experience? Or, have you simply found a new Merlot that knocked your socks off and want to share it with friends? Whatever it is, please take a minute to share your event or story with us. You may send your class note via e-mail to me (insert your e-mail address) or to class_notes@washcoll.edu. (If mailing a letter through Judie include "or send a class note on the enclosed form".) **Please have your notes in by April 10th.**

Best, Judie Class of 1988 Correspondent