



Date, 2025

Formal Name  
Address Line  
Address Line 2

Dear Informal Salutation,

Hello from your Santa Clara University family! I am new to the University, and my role is to work closely with alumni who might find it personally meaningful to be more involved as donors, volunteers, and ambassadors.

Could we schedule a brief meeting to discuss your past experiences and interests at Santa Clara? If you are open to the possibility, perhaps we could also discuss the impact support like yours might have on your alma mater's future. I make no assumptions about how you want to be involved, but I am confident I can be a resource if you are interested in making a difference.

As an alumnus, you experienced Santa Clara University's 174-year tradition of educating citizens and leaders of competence, conscience, and compassion, cultivating knowledge and faith to build a more humane, just, and sustainable world. This is the Santa Clara way, and after all these years, our mission is more important than ever.

Our values ground our students with the foundation they need to engage with some of humanity's biggest challenges, from the rise of AI to the emerging new frontiers of human health. At Santa Clara University, it is not just about brilliance and creativity; it is also about community and a commitment to others.

I hope you will take a moment to set up a time to meet either in person, virtually, or by phone. I look forward to following up with you, meeting you, learning from you, and sharing a few of Santa Clara University's inspiring hopes and dreams.

Sincerely,

Your Name  
Your Title  
Direct: XXX| Cell: XXXX  
Email: XXXXX@scu.edu

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