

Harvard and Radcliffe Reunions 2024 Email Templates

Below you will find email templates that are available to you for use when reaching out to your classmates or alumni communities about your upcoming Reunion. You are welcome to use these templates as is or as inspiration. More information, including the full schedule, can be found at alumni.harvard.edu/reunions.

2024 Harvard and Radcliffe Reunions Kickoff Message (with optional Committee plug)

Hello Class of [xx]!

It's hard to believe that planning is already underway for our [xx]th Reunion, **taking place in Cambridge [date range]**. Mark your calendars now—we look forward to seeing you back on campus this spring! More information about our [xx]th Reunion will be posted as it becomes available on the [Reunions 2024 website](#).

[Optional paragraph for Committee involvement]: If you are interested in helping to make our Reunion and the events in its lead-up truly spectacular, consider joining our [xx]th Reunion Committee! We are just beginning the planning process and would love your input. If you are interested in helping coordinate our Reunion, please take a moment to fill out the Reunion Interest Survey by [deadline].

To be sure you don't miss all the resources and information we'll be sharing in the months ahead, please:

[10th and above]:

- [Claim your HarvardKey](#), if you haven't already—you'll need it several times this year, including when you register for the Reunion in the spring.
- **Update your email and mailing addresses** in the [HAA's Alumni Directory](#) to receive reunion emails and other class updates such as newsletters and event invites.
- Follow our class social accounts on [Facebook](#), [LinkedIn](#), [Twitter \(X\)](#), and [Instagram!](#)
- Share your photos with the Harvard Alumni Association by tagging them [@harvardalumni](#) and follow their [Instagram](#) and [Facebook](#) to see coverage of our Reunion!

[5th]:

- Throughout the year you'll need your HarvardKey, the secure login credential you claimed as a student. If it's been a while since you've logged in, you can [reset your password](#).
- **Update your email and mailing addresses** in the [HAA's Alumni Directory](#) to receive reunion emails and other class updates such as newsletters and event invites.
- Follow our Class social accounts on [Facebook](#), [LinkedIn](#), [Twitter \(X\)](#), and [Instagram!](#)
- Share your photos with the Harvard Alumni Association by tagging them [@harvardalumni](#) and follow their [Instagram](#) and [Facebook](#) to see coverage of our Reunion!

And don't miss the virtual reunions speaker series—featuring exclusive conversations with University leadership and faculty. Look out for event invitations and [learn more on the Reunions website](#).

Warmly,

Co-Chairs, Class of [xx] [xx]th Reunion Committee

Update Contact Info Message

Subject line: Get ready for our [xx]th Reunion!

Dear [insert first name],

Our [xx]th Reunion is coming up on [date range]—and we want to confirm we have the correct information for you on file. This will help us ensure you receive invitations and updates regarding your upcoming Reunion, including a mailed copy of our [xx]th *Anniversary Report* (the Red Book).

Please take a moment to [visit the Alumni Directory](#) and make any necessary updates.

[\[Update My Information\]](#)

We can't wait to be back together this spring and want to ensure we have the correct information so that we can keep you up to date on all things regarding our [xx]th Reunion!

Many thanks,

[co-chairs]

New Year Message (Version 1)

Subject line: Happy New Year!

Dear [insert first name],

Happy New Year! We wish you all a wonderful year ahead in 2024—which includes our [xx]th Reunion on [date range]!

As we get closer to our [xx]th Reunion, here are a few things to keep in mind:

- To ensure you receive all updates related to our Reunion this year, we encourage you to keep your contact information up to date. If you haven't done so recently, [please take a moment to let us know the best way to reach you](#).
- **[10th and above]:** Don't forget to [claim your HarvardKey](#), if you haven't already—you'll need it several times this year, including when you register for the Reunion in the spring.
- **[5th]:** Throughout the year you'll need your HarvardKey, the secure login credential you claimed as a student. If it's been a while since you've logged in, you can [reset your password](#).
- Registration for our [xx]th Reunion will launch in early spring, so be on the lookout for updates regarding that information. In the meantime, visit the reunions website for information about [housing and accommodations](#).
- Visit alumni.harvard.edu/reunions for updated information regarding our Reunion.

We can't wait to reunite this year and look forward to seeing you [date range].

Happy 2024!

Cheers,

[co-chairs]

New Year Message (Version 2)

Subject line: Happy New Year!

Dear [insert first name],

Happy New Year! We wish you all a wonderful year ahead in 2024— which includes our [xx]th Reunion on [date range]!

As we get closer to our [xx]th Reunion, here's a sneak preview of what to expect over the coming weeks and months:

- Regional and [virtual events](#) hosted by fellow classmates and the HAA.
- Schedule updates and registration launching in early spring.
- Additional info about the class survey, merch store, memorial service, and more!

In the meantime, please take a moment to let us know the best way to reach you by [updating your contact information](#) and follow our class social accounts on [Facebook](#), [LinkedIn](#), [Twitter \(X\)](#), and [Instagram](#) to keep in touch with classmates and share memories ahead of our Reunion!

We can't wait to reunite this year and look forward to seeing you [date range].

Happy 2024!

Cheers,

[co-chairs]

100 Days Out Message

Subject line: 100 days until our [xxth] Reunion!

Dear [insert first name],

Our [xxth] Reunion is only 100 days away and we cannot wait to be back on campus with all of you on [date range]! No matter where life has taken us since graduation, there's nothing quite like picking up where we left off.

Make sure to add the dates to your calendar and be on the lookout for registration emails coming soon. And if you haven't done so recently, [please take a moment to let us know the best way to reach you](#)—we want to ensure you don't miss out on all the fun we'll have this spring!

I hope to see you in the Yard this [date] for our reunion celebration!

Best,

[co-chairs]

Registration Outreach Message

Subject line: Join us for our [xxth] Reunion!

Dear [insert first name],

Registration for our [xx]th Reunion is open! We can't wait to see you on campus to celebrate the Class of [xxxx] on [date range]!

[Register Now]

We've put together a wonderful program where there will be plenty of opportunities to reconnect with friends, make new connections, visit your favorite places, and enjoy your time on campus and in Cambridge. You can view the full program on our [class schedule of events](#).

See you on campus soon!

Warm regards,

[Co-chairs]

Pre-Reunion Event Message

Subject line: Pre-reunion event: Have you registered for [event name]?

Dear [insert first name],

It's our [XXth] Reunion and we're ready to get the celebrations started! In anticipation of our on-campus programming this spring, we hope you'll join us for this pre-reunion event.

[Event Name]
[Date]
[Location]
[Other event details]

[Register Now]

And if you haven't already, don't forget to [\[mark your calendar/register\]](#) for our [\[XXth\]](#) Reunion, taking place in Cambridge on [\[date range\]](#). For more information, please visit the [Reunions 2024 website](#).

We hope to see you soon!

Best,

[\[Co-chairs\]](#)

Memorial Service Message

Subject Line: [\[XX\]](#)th Reunion memorial service

Dear Classmates,

Reunions are a time of celebration, remembrance, and community. As we gather every five years, we have the chance to remember our time together in college and catch up on what's changed since then.

On [\[Date\]](#), as part of our reunion weekend, we will hold a memorial service to honor and remember classmates [\[and community members\]](#) who have passed away and the impact they've had on our lives during and after our time at Harvard.

For our [\[XX\]](#)th Reunion, we will be remembering the following classmates:

[List full names of classmates to be honored](#)

Please send an email to [\[Name\]](#) at [\[email address\]](#) if you would like to share a memory of any of these classmates during the service.

If there is someone else from our community whom you would like to be remembered when we gather, please let us know by replying to this email.

Warmly,

Co-Chairs, Class of [\[20XX\]](#) [\[XX\]](#)th Reunion Committee