Dear [First Name],

Amazing as it seems, our XXth Wellesley College Reunion is fast-approaching! Because I believe so strongly in Wellesley’s incomparable effectiveness in educating women, I have agreed to serve as the Class of XXXX Durant Chair. My job is to coordinate the Durant donor efforts for our XXth Reunion Class Gift. I feel strongly that a Wellesley education is special and worth supporting, and I am contacting you because I suspect you feel the same way.

Given your past Durant support, and your enthusiasm for Wellesley, you are a strong candidate to help encourage our classmates to donate at the Durant level. As such, will you consider serving our class as a Durant Committee member from now through our Reunion in 20XX?

The role of Durant Committee member is fun and gratifying, and the time commitment is modest. Your responsibilities would include:

- **Lead by example by making your own gift to Wellesley.** Mark your XXth Reunion with a Durant Society donation ($2,500 or more) to the College.

- **Help identify potential Durant donors.** We will look at past support as a starting point for identifying potential donors, but your knowledge of your classmates and their current circumstances may help us to widen our circle of support.

- **Reconnect and rekindle friendships through personal outreach.** Here’s your chance to check in with all those friends who have scattered across the country and the globe! Encourage them to attend our Reunion—and to show their support for the College through a gift at the Durant level.

- **Watch the Online Report of Giving and thank your donors via snail mail or email.** The most important part is showing appreciation! The College will provide you with hard-copy thank you notes as well as a Thank You email template.

- **Attend the Class of 19XX’s XXth Reunion!** Get June 6-8, 2014 on your calendar now!

I hope that you will join the Class of XXXX Durant Committee! Please contact me at [email/phone] to let me know whether or not you are interested in this role. If you have any questions, please contact me or [Name], our Class’ Wellesley Fund liaison, at (800) 358-3543 or [name]@wellesley.edu.

Thank you for your consideration. I look forward to working with you!

Sincerely,

Name
Class of XXXX Durant Chair