Dear [First Name],

Having recently celebrated our XXth Reunion, our class is that much more united, and our commitment to the College and each other is all the more evident. It’s hard to believe that we are now moving towards our XXth, but it’s true!

Because I believe so strongly in Wellesley’s incomparable effectiveness in educating women, I have agreed to serve as the Class of XXXX Wellesley Fund Representative. My job is to coordinate the participation efforts for our XXth Reunion Class Gift. As you may be aware, our Reunion Gift is the culmination of all Class giving during the full five years between Reunions. For that reason, we need a committee of volunteers engaged this year and each year leading up to our next Reunion, to help our class accomplish a gift that best represents our belief in the College.

Given your past support, and your enthusiasm for Wellesley, you are a strong candidate to help rally our Class to support The Wellesley Fund. Will you consider serving our class as a Wellesley Fund Assistant from now through our Reunion in 20XX?

The role of **Wellesley Fund Assistant Representative** is fun and gratifying, and the time commitment is modest. Your responsibilities would be to:

- **Make your own gift to Wellesley.** The easiest way to ask for a gift is to express your own motivations for giving and articulate the satisfaction you gain by doing so.

- **Contact classmates and encourage them to give this year.** We will divide the class into manageable segments each fall and spring. You may request names of people you’d like to solicit.

- **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.

I hope that you will join the Class of XXXX Wellesley Fund 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]

XXXX Wellesley Fund Representative