**Sample Letter of Intent muster**

Sandy

No. 45, Bakers

Mesa, AZ 56786

USA

Dear Catherine

Hope you are in the pink of your health. It is a pleasure to inform you that the alumni of 8th grade of St. Sophia high school are intending to gather at my place on this Saturday at 5PM. I request you to attend the gathering as we will be remembering the good old sunny days with every sip of coffee and chocolate cake. We the students of 8th grade are going to conduct several alumni competitions and activities which will make the get together a lively one and worth remembering. Please bring any of your 8th grade photos with you as we are going to keep a “diary of passing time” wherein we will be collecting all the unique and exclusive photos of 8th grade together so that we don’t misplace it. Make the get together a remembering affair with your presence, hoping to see you soon.

Sincerely

Sandy

(Alumni, St. Sophia high school)