

Date

Name

Address

City, State

Country

Country Zip

**RE: Illinois Institute of Technology Global Alumni Gathering, June 30 – July 2,
2017, Paris, France**

Dear Salutation,

Greetings from Illinois Tech. I hope this letter finds you well and that you can join us in Paris, France for the 2017 Global Alumni Gathering, June 30 – July 2. You are cordially invited. From the gathering website, you can register, view the schedule, book a hotel room, and see who is coming: <http://alumni.iit.edu/paris-2017>.

The gathering begins on Friday afternoon, June 30, with a tour of Paris's City Hall, followed by a welcome reception and dinner at Salon des Arts et Metiers, L'Hôtel des Arts et Métiers. Saturday morning features with panel presentations on the global challenges of water, health, energy, and security by leaders in these fields. The day concludes with a dinner cruise on the River Seine.

In addition to the formal program, there will be plenty of time for sightseeing and networking with business leaders from across the globe. It promises to be a productive and educational meeting for attendees.

This letter serves as your formal invitation for you and your guest _____ to join me in Paris, France for this gathering.

I look forward to seeing you.

With best personal regards,

James Acton
Senior Director of Alumni Relations