



«Date»

«Name»

«Address»

«City», «State» «PostalCode»

Dear «Salutation»,

The Humboldt State University Alumni Association recently received a request from a former classmate of yours, «Requestor», who is interested in contacting you.

The California Privacy Act prevents us from releasing information on our alumni without their permission; however we will gladly forward inquiries.

«Requestor» is aware that the request is being forwarded to you and hopes to hear from you. Below is the contact information they provided:

Name:

Address:

City, State Zip:

Phone:

E-mail:

Comments:

Sincerely,

Kim Sekas

Alumni Program Coordinator, Alumni Relations

Humboldt State University