

82 Bay St. • Troy, MI 48007 • (248) 555-8511 • alston.cengage.edu

March 5, 2024

«First\_Name»

,

Dear :

Thank you for volunteering to help organize the 10th reunion of our Alston Academy class. As a member of the Committee, you receive a 10 percent discount on tickets for the weekend’s activities.

I am organizing a video conference call for all committee heads and members so we can assign tasks and review the schedule. We still have vacancies on some committees, including the Website Committee and the Communications Committee. If you are in touch with other alums, please urge them to get involved to make the reunion a success.

In addition to planning tasks, we need volunteers for the day and night of the reunion. If you are interested, please contact one of the following coordinators:

|  |  |  |
| --- | --- | --- |
| Sandy Graff | Registration | sgraff@quickmail.cengage.net |
| Leo Barrera | Photography | leobarrera@cellnet.cengage.com |
| Marni Nasser | Setup and Clean Up | marni112@quickmail.cengage.net |

The video conference call is scheduled for Tuesday at 7:30 pm. Plan to stay on the call for 30 minutes to discuss reunion activities.

Please contact me at DebraCohen@cohen.cengage.com if you cannot join the call.

Sincerely,

Debra Cohen

Alston Academy Reunion Coordinator

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March 5, 2024

Kristen Acker

902 Pine Street

Ann Arbor, MI 48107

Dear Kristen Acker:

Thank you for volunteering to help organize the 10th reunion of our Alston Academy class. As a member of the Activities Committee, you receive a 10 percent discount on tickets for the weekend’s activities.

I am organizing a video conference call for all committee heads and members so we can assign tasks and review the schedule. We still have vacancies on some committees, including the Website Committee and the Communications Committee. If you are in touch with other alums, please urge them to get involved to make the reunion a success.

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Sincerely,

Debra Cohen

Alston Academy Reunion Coordinator