

School Letterhead

[School Name]
[School Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]

[Date]

Dear Students, Parents, Faculty, and Distinguished Guests,

It is with great pride and joy that I extend to you a most cordial invitation to attend the **[Year]** Graduation Ceremony of **[School Name]**. This momentous occasion will take place on **[Date]** at **[Time]** in the **[Venue/Location]**.

The graduation ceremony marks the culmination of our students' academic journey and the beginning of exciting new chapters in their lives. We are honoured to celebrate the achievements, hard work, and dedication of our graduates, and we would be delighted for you to join us in making this event memorable.

The program will include:

- Opening Address
- Award Presentations
- Graduate Speeches
- Presentation of Diplomas
- Closing Remarks

Please RSVP by **[RSVP Date]**. Your presence will add to the significance of the day and provide meaningful encouragement to our graduates.

On behalf of the entire staff and faculty, I look forward to welcoming you to our graduation ceremony and sharing in the joy of accomplishment and hope for the future.

With warm regards,

[Principal's Name]
Principal, [School Name]