

[Your Institution's Letterhead]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization/Institution]

[Recipient's Address]

[City, Country]

Dear [Recipient's Name],

It is with great pleasure and honor that I invite you to attend the [Year] Graduation Ceremony of [Institution/University Name], to be held on [Date], at [Venue/Location], commencing at [Time].

As an esteemed guest from [Recipient's Country/Institution], your presence at this momentous occasion will greatly enhance the significance of our celebration. The ceremony will mark the academic achievements of our graduating class, and we cherish the opportunity to share this proud moment with distinguished international guests such as yourself.

We highly value the strong ties between [Your Institution] and [Recipient's Institution/Country], and your participation will symbolize our continuing friendship and collaboration. During your visit, we will ensure your stay is comfortable and memorable, and we welcome the opportunity to extend our warmest hospitality.

Please find enclosed detailed information regarding the event, including the schedule, recommended accommodation, local transportation arrangements, and relevant contacts for any assistance you may need regarding visa processing or travel logistics.

Kindly RSVP by [RSVP Date] to confirm your attendance. Should you require any further information or assistance, please do not hesitate to contact me directly at [Your Email/Phone Number].

We look forward to the honor of welcoming you to [City/Country] and celebrating this special occasion together.

With kind regards,

[Your Name]

[Your Title/Position]

[Institution/Organization Name]

[Contact Information]