

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

On behalf of [School Name], it is our great honor and pleasure to cordially invite you to our annual Graduation Ceremony, celebrating the remarkable achievements of the Class of [Year].

The ceremony will be held on [Date] at [Time], in the [Venue Name and Address]. This occasion marks a significant milestone for our students and would be greatly enriched by your esteemed presence.

We hope you will be able to join us as we recognize the hard work, dedication, and accomplishments of our graduating students. Your support and encouragement mean a great deal to both the graduates and our entire school community.

Kindly RSVP by [RSVP Date] to [Contact Person] at [Phone Number] or [Email Address]. Formal attire is requested.

We look forward to celebrating this joyous and memorable event with you.

Sincerely,

[Your Name]

[Your Title/Position]

[School Name]