

Date: [Insert Date]

To:  
[VIP Guest Name]  
[VIP Guest Title]  
[Organization/Relationship]

Dear [VIP Guest Name],

It is with great honor and anticipation that we invite you to attend our **Graduation Ceremony** for the Class of [Year], which will be held on **[Date]** at **[Venue Name & Address]**.

In recognition of your esteemed status and to ensure an organized and distinguished ceremony, **VIP seating has been thoughtfully arranged** for select guests including family members of graduates, faculty, and distinguished dignitaries.

### **VIP Seating Details**

- **Reserved VIP Area:** The VIP section will be prominently located at the front of the auditorium, offering excellent views of the stage.
- **Seat Assignment:** Your seat will be **clearly marked** and ushers will be available to guide you upon arrival.
- **Accompanying Guests:** If you are bringing accompanying family members or guests, please confirm their names in advance for reserved seating arrangements.

### **Arrival & Entry Protocols**

- **Arrival Time:** VIP guests are requested to arrive by **[Recommended Arrival Time]** to ensure a smooth check-in and escorted entry to your reserved seats.
- **Entry Point:** Kindly use the dedicated VIP entrance located at **[Entrance Location/Description]** where staff will be on hand to assist you.

**To maintain the decorum and flow of the ceremony, we kindly request that all VIP guests adhere to the seating plan and arrive punctually.**

Your presence will add to the significance of this milestone occasion, and it is our utmost priority to ensure your experience is comfortable and memorable. Should you have any special requirements, please let us know in advance.

Sincerely,

[Organizer's Name]  
[Organizer's Title/Role]  
[Contact Information]  
[Institution/Organization Name]