

Formal Invitation Letter for Graduation Ceremony

[Your Institution's Letterhead or Logo]

Date: [Insert Date]

Recipient Name: [Insert Name]

Recipient Address: [Insert Address]

Dear [Recipient's Name],

On behalf of [School/College/University Name], it is our great pleasure to cordially invite you to attend the [Year] Graduation Ceremony to honor the outstanding academic accomplishments of our graduating students.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue/Location]

This special occasion marks a significant milestone in the lives of our graduates, and your presence will add to the joy and solemnity of the celebration. We hope you will be able to join us in applauding the hard work, dedication, and achievements of our students.

Kindly RSVP by [RSVP Date] to [RSVP Contact/Email/Phone]. If you require any further information, please feel free to contact us.

We look forward to the honor of welcoming you to this memorable event.

Sincerely,

[Your Name]

[Your Title/Position]

[School/College/University Name]

[Contact Information]