

# Graduation Ceremony Invitation

Dear [Guest Name],

We are delighted to invite you to celebrate the achievements of our graduating class at the upcoming **Graduation Ceremony**. This special event marks an important milestone for our graduates, and your presence will make the celebration even more memorable.

**Event Details:**

Date: [Date]

Time: [Time]

Venue: [Venue Name & Address]

In order to ensure an organized and enjoyable experience for all guests, we have arranged assigned seating for the ceremony. Please find your assigned seat information below:

| Guest Name   | Seat Number   | Section   |
|--------------|---------------|-----------|
| [Guest Name] | [Seat Number] | [Section] |

We kindly ask that you adhere to your assigned seat, as this will help us maintain order and ensure that the ceremony proceeds smoothly. Ushers will be available at the venue to assist you in finding your seat.

We look forward to celebrating this joyous occasion with you and honoring the remarkable accomplishments of our graduates.

Sincerely,

[Sender's Name]

[Title/Position]

[School/Institution Name]