

# Official Graduation Ceremony Invitation

June 21, 2024

Dear Graduate,

On behalf of the Administration and Faculty, it is our pleasure to invite you to the **Official Graduation Ceremony** celebrating your academic achievements. We extend this invitation to you, your family, and your guests as you embark on this significant milestone.

**Event Details:**

**Date:** Saturday, July 13, 2024

**Time:** 10:00 AM (Guests are asked to be seated by 9:30 AM)

**Venue:** Grand Auditorium, University Campus

**Address:** 123 Academic Drive, City, State, ZIP Code

**Seating Instructions:**

- Graduates are to check in at the North entrance by 8:30 AM and will be directed to their reserved seating area by ceremony marshals.
- Each graduate is allocated up to 4 guest seats. Seats are assigned and ticketed; please refer to the seat number provided with this letter.
- Family and guest seating is located in Section B & C of the auditorium. Ushers will assist you in locating your assigned seats.
- All guests are requested to be seated by 9:30 AM to ensure a timely start.
- Please retain your tickets for re-entry to the auditorium after intermission or in case you leave temporarily.

This day marks a proud moment for you and your loved ones. Kindly adhere to the seating arrangements to uphold the dignity and orderliness of the ceremony.

We look forward to celebrating your accomplishments together on this memorable occasion.

Sincerely,  
**Office of Academic Affairs**  
University Name