

Date: [Insert Date]

From: [Your Name/Organization]

To: [Recipient's Name]

Subject: Invitation to Graduation Ceremony

Dear [Recipient's Name],

We are delighted to invite you to attend the graduation ceremony of [Name of Graduate/Class or School], as we gather to celebrate the accomplishments and achievements of our graduates. Your presence would be an honor as we mark this significant milestone in their lives.

**Date:** [Insert Date of Ceremony]

**Time:** [Insert Time]

**Venue:** [Insert Venue Name & Address]

Please kindly let us know if you are able to attend by responding to this invitation by [Insert RSVP Date]. You may RSVP by replying to this letter, emailing [Insert Email Address], or calling [Insert Phone Number].

We look forward to celebrating with you on this special occasion.

Sincerely,

[Your Name]

[Your Title/Role, if applicable]

[Organization/School Name, if applicable]