

Date: June 20, 2024

Dear [Guest Name],

I am thrilled to invite you to my graduation ceremony! Your support and presence have been invaluable throughout my academic journey, and it would mean a great deal to me to celebrate this special milestone together.

**Event Details:**

- **Date:** July 10, 2024
- **Time:** 2:00 PM
- **Venue:** Grand Auditorium, [University Name], [Venue Address]

For your convenience and comfort, I have arranged a designated seating area for our family. Below is the seating chart to help everyone find their seats easily and enjoy the ceremony together.

**Family Seating Chart**

Seat Number	Family Member	Relation
1A	John Smith	Father
1B	Jane Smith	Mother
1C	Emily Smith	Sister
2A	Robert Smith	Grandfather
2B	Mary Smith	Grandmother

Please plan to arrive at least 30 minutes before the ceremony to allow enough time for parking and seating. Ushers will also be available at the entrance to assist you in finding your seats.

I look forward to sharing this unforgettable day with you and our family. Thank you again for all your love and encouragement!

Warm regards,

[Your Name]