

Date: [Insert Date]

Dear [Guest's Name],

We are delighted to announce the graduation of the Class of [Year] at [School/University Name]. You are cordially invited to join us for a virtual celebration honoring the hard work, dedication, and achievements of our graduates.

Virtual Graduation Ceremony Details:

Date: [Insert Date]

Time: [Insert Time and Time Zone]

Platform: [e.g., Zoom, Microsoft Teams, Google Meet]

Access Link: [Click here to join](#)

Meeting ID: [Insert ID, if applicable]

Passcode: [Insert Passcode, if applicable]

Dress Code: [e.g., Semi-formal, Academic Regalia, or specify if casual]

Please join the event 10 minutes early to ensure your connection is working smoothly. We encourage you to prepare a congratulatory message or have some celebratory items (balloons, banners, etc.) ready to help recreate the spirit of a traditional graduation from the comfort of your home.

Kindly RSVP by [RSVP Date] to [Contact Email/Number]. Should you have any questions or require technical assistance, feel free to get in touch.

Let us come together to celebrate the remarkable accomplishments of the Class of [Year]. Your presence, even virtually, will make this occasion all the more memorable for our graduates.

With warm regards,

[Your Name]

[Your Title/Relationship to Graduate]

[School/University Name]