

Date: [Insert Date]

From
[Your Name]
[Your Position/Title]
[Name of School, College, or University]
[Address]
[Contact Information]

To:
[Name of Guests or "Esteemed Guests"]
[Address or "As per guest list below"]

Subject: Formal Invitation to Graduation Ceremony

Dear [Guest Name or "Esteemed Guests"],

On behalf of [Name of School, College, or University], it is our honor and pleasure to invite you to the **Graduation Ceremony** celebrating the academic achievements of our distinguished graduates.

Event Details:

- **Date:** [Insert Event Date]
- **Time:** [Insert Event Time]
- **Venue:** [Insert Venue Name and Address]
- **Dress Code:** Formal Attire

Your presence will add grace and significance to this memorable occasion. Please find below the comprehensive list of guests who are cordially invited to attend the ceremony. We request all invited guests to RSVP by [Insert RSVP Date] to ensure proper arrangements and seating allocations.

Guest List

1. [Guest Name 1] â€“ [Relation/Title if applicable]
2. [Guest Name 2] â€“ [Relation/Title if applicable]
3. [Guest Name 3] â€“ [Relation/Title if applicable]
4. [Guest Name 4] â€“ [Relation/Title if applicable]
5. [Add more as needed]

Please bring this invitation letter for registration at the venue entrance. For further information or special accommodations, kindly contact us at [Contact Information or Email].

We look forward to celebrating this milestone together.

Sincerely,
[Your Name]
[Your Position/Title]
[School, College, or University Name]