

Graduation Ceremony Invitation Letter Template

Dear [Guest's Name],

It is with great pleasure and pride that I invite you to my graduation ceremony as I celebrate the completion of [Degree or Program] at [School/University Name]. Your presence would make this special day even more memorable.

- **Date:** [Date of Ceremony]
- **Time:** [Start Time] – [End Time]
- **Location:** [Venue Name & Full Address]
- **Dress Code:** [Formal/Semi-formal/Other]
- **RSVP By:** [RSVP Date]

Please let me know if you will be able to attend by replying to this invitation by the RSVP date. I sincerely hope you can join us in this joyous occasion as we celebrate new beginnings and cherished memories.

With appreciation,
[Your Name]

Sample Guest List

#	Name	Relation	Email/Contact	RSVP Status
1	Jane Doe	Mother	jane.doe@email.com	Pending
2	John Doe	Father	john.doe@email.com	Confirmed
3	Emily Smith	Friend	emily.smith@email.com	Pending