

[Your Institution's Letterhead]

Date: [Insert Date]

To: [Graduate's Name]
Address: [Graduate's Address]

Subject: Formal Invitation to Graduation Ceremony

Dear [Graduate's Name],

On behalf of [Institution Name] and the [Department/Faculty Name], it is with great honor and pleasure that we invite you to participate in the upcoming **Graduation Ceremony** commemorating your academic accomplishments.

Details of the Ceremony:

Date: [Insert Ceremony Date]

Time: [Insert Ceremony Time]

Venue: [Venue Name, Address]

Dress Code: Formal/ Academic Regalia

In recognition of your achievement, you have been assigned the following seat:

Seat Number: **[Insert Seat Number]**

Kindly present this invitation upon arrival. Please arrive at least [Insert minutes, e.g., 30 minutes] prior to the start of the ceremony to ensure timely seating and procession organization.

We extend a warm invitation to your family and friends to join us in this celebration of your success. Their assigned seating details, if applicable, are enclosed with this letter.

Should you have any questions or require additional information, please contact the Graduation Office at [Contact Information].

Congratulations on reaching this significant milestone. We look forward to celebrating your achievements with you at the ceremony.

Sincerely,

[Official's Name]

[Official's Designation]

[Institution Name]