

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Office of the Registrar
Bowling Green State University
200 University Hall
Bowling Green, OH 43403

Dear Graduation Office,

I am writing to formally apply for graduation from Bowling Green State University for the [Month, Year] commencement ceremony. I am currently completing my degree in [Your Major] and I expect to fulfill all requirements by [Expected Graduation Date].

My student ID number is [Your Student ID]. Please find attached my degree audit and any required forms as per the graduation application process. Thank you for considering my application. If you need any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Student ID]