

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

[Recipient's Name]
[Title/Position]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for graduation from [specific program or grade] at [School Name] for the upcoming graduation ceremony scheduled on [date].

I have completed all necessary coursework and requirements, including [list any relevant achievements, projects, or activities]. My time at [School Name] has been incredibly fulfilling, and I am eager to celebrate this milestone with my peers and faculty.

Please let me know if there are any additional forms or information you require for processing my application. I am looking forward to the opportunity to participate in this important event.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]