

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally convey my gratitude and excitement regarding the upcoming GCSE graduation ceremony scheduled for [date].

As we approach this significant milestone, I wanted to express my appreciation for the support and guidance provided by the faculty and staff throughout our educational journey.

[Optional: Include a personal touch or specific memory related to your time at the school.]

I look forward to celebrating this achievement with my fellow classmates and the entire school community.

Thank you once again for everything.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]