

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As my graduation day approaches on [Date of Graduation], I wanted to take a moment to express my gratitude and share this special milestone with you.

Graduating from [School/University Name] is a significant achievement for me, and I cannot imagine celebrating this day without the support of my family and friends. Your encouragement has been invaluable throughout my academic journey.

The graduation ceremony will take place at [Venue/Location] at [Time], and I would be honored if you could join me in celebrating this accomplishment. It would mean a lot to have you there as I take this important step forward into the next chapter of my life.

Thank you once again for your unwavering support. I look forward to celebrating together!

Warm regards,

[Your Name]  
[Your Contact Information]