

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

Dear Family and Friends,

I am thrilled to share the exciting news of my high school graduation!

After years of hard work and dedication, I will be graduating from [High School Name] on [Graduation Date] at [Time] at [Location].

Please join me in celebrating this milestone achievement. There will be a graduation party held on [Party Date] at [Party Location] starting at [Time]. I would love to celebrate this special occasion with all of you who have supported me throughout my journey.

Thank you for being part of my life. Your encouragement has meant the world to me!

Warm regards,

[Your Name]  
[Your Graduation Year]  
[Optional: Future Plans, e.g., college, career]