

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

Dear [Friend's Name],

I hope this letter finds you well! I'm writing to let you know that there's an exciting graduation event for Khan Academy coming up soon, and I would love for you to be there with me. It's a great opportunity to celebrate our achievements and the journey we've shared.

The ceremony will take place on [Date] at [Time]. It will be hosted at [Venue/Location], and I think it'll be a fun event with lots of activities planned. Plus, it's a chance to catch up with everyone and reminisce about our learning experiences.

Let me know if you can make it. It wouldn't be the same without you!

Looking forward to hearing from you soon.

Warm regards,

[Your Name]