

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

Dear [Recipient's Name],

With a heart full of joy and a mind brimming with dreams, I am thrilled to announce that I am graduating! Join me in celebrating this exciting milestone as I take my next steps into the future.

****Graduation Ceremony Details:****

Date: [Date of Ceremony]

Time: [Time of Ceremony]

Location: [Venue/Address]

Following the ceremony, please join me for a [celebration/reception] filled with laughter, food, and memories:

Date: [Date of Celebration]

Time: [Time of Celebration]

Location: [Venue/Address]

Your presence would mean the world to me as I commemorate this journey and look towards new horizons. Please RSVP by [RSVP Date] to [Contact Information].

With warmest regards,

[Your Name]
[Graduation Class/Year]