

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am excited to share a significant milestone in my life with you. I am graduating from [School/University Name] on [Date of Graduation], and I would be honored to have you join me in celebrating this special occasion.

The graduation ceremony will take place at [Venue Name] located at [Address of Venue], starting at [Time]. It will be a moment filled with joy, reflection, and gratitude, and I would love to celebrate it surrounded by my family and friends.

Following the ceremony, there will be a [Reception/Party] at [Location of Reception] at [Time of Reception]. It will be a great opportunity to enjoy good food, share stories, and create lasting memories together. Please let me know if you can attend by [RSVP Date]. You can reach me at [Your Phone Number] or [Your Email Address]. Your presence would mean a lot to me.

Thank you for your support throughout my journey. I look forward to celebrating this achievement with you!

Warm regards,

[Your Name]
[Your Degree]
[School/University Name]
[Date of Graduation]