

[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 am thrilled to announce that I will be graduating from
[School/University Name] on [Graduation Date]. It is with great joy that
I would like to invite you to celebrate this milestone with me.

The graduation ceremony will be held at [Location] beginning at [Time].
Following the ceremony, a reception will take place at [Reception
Location] from [Start Time] to [End Time].

Your presence would mean a lot to me as I celebrate this special
occasion. Please let me know if you can attend.

Thank you for your support and encouragement throughout my academic
journey.

Warm regards,

[Your Name]