

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

Dear [Recipient's Name],

I am thrilled to announce a significant milestone in my life--my graduation from [Name of Institution] with a degree in [Your Degree] on [Graduation Date].

You are cordially invited to join me in celebrating this achievement at my graduation ceremony, which will be held at [Venue/Location] on [Ceremony Time]. Following the ceremony, there will be a reception at [Reception Location/Time], where we can gather and celebrate this special occasion together.

Your presence would mean so much to me, as I look forward to sharing this memorable day with the people who have supported and encouraged me throughout my journey.

Please let me know by [RSVP Date] if you will be able to attend.

Warmest regards,

[Your Name]
[Your Contact Number]