

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to attend my graduation ceremony, which will be held on [Date] at [Time] at [Venue/Location]. It is a significant milestone in my academic journey, and I would be honored to share this moment with you.

The ceremony will include [brief description of the event, e.g., speeches, presentations], followed by a reception where we can celebrate together.

Your support has been invaluable to me throughout my studies, and it would mean a great deal to have you present on this special occasion. Please let me know if you can attend. I look forward to the possibility of celebrating this achievement with you.

Warm regards,

[Your Name]  
[Your Degree/Program]  
[Your Institution]