

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to my graduation celebration, which will take place on [date] at [time]. The event will be held at [venue/location], located at [address].

This celebration marks an important milestone in my life, and it would mean a great deal to me to have your presence as I commemorate this special occasion with my family and friends.

The agenda for the day includes [brief outline of the event, e.g., a reception, speeches, and dinner]. Your contributions to my academic journey have been invaluable, and I would be honored to share this moment with you.

Please RSVP by [RSVP deadline] to let me know if you can attend.

Thank you for your continuous support and encouragement. I look forward to celebrating with you.

Warm regards,

[Your Name]
[Your Degree/Program, if applicable]
[Your School/University Name]