

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

Dear [Recipient Name],

I am writing to formally apply for graduation from [Program Name] at [Institution Name] for the [Month, Year] graduation cohort. As I approach the completion of my [Degree Type, e.g., Bachelor's, Master's] degree in [Field of Study], I would like to express my gratitude for the invaluable experiences I have gained throughout my time here.

Throughout my studies, I have developed a strong foundation in [mention specific areas of study or skills], and I have been actively involved in [mention any relevant extracurricular activities, internships, research, etc.]. These experiences have not only enhanced my knowledge but have also allowed me to apply what I have learned in practical settings.

In adherence to the graduation requirements, I have completed all necessary coursework and [mention any other requirements such as internships, thesis, etc.]. I have also ensured that my academic records are up to date and submitted all required documentation, including [mention any relevant documents such as transcripts, applications, etc.].

I am very much looking forward to the culmination of my hard work and dedication at the graduation ceremony. It would be an honor to celebrate this milestone with my peers, faculty, and family.

Thank you for considering my application. Should you require any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Program Name]