

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well! As we approach the exciting time of graduation, I am thrilled to invite you to celebrate this momentous occasion with us.

Join us for a graduation party honoring [Graduate's Name] on [Date] at [Time]. The celebration will be held at [Location/Address]. It will be a wonderful opportunity to recognize [his/her/their] hard work and achievements, and to share in the joy of this special milestone.

There will be food, drinks, and lots of fun activities. Please come and help us make this day unforgettable!

Kindly RSVP by [RSVP Date] to let us know if you can make it.

Looking forward to celebrating together!

Warm regards,

[Your Name]  
[Your Contact Information]