

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to share the joyous news of my upcoming graduation ceremony from [University/College Name] on [Date].

The ceremony will take place at [Venue/Location] starting at [Time]. I would be honored to have you join me in celebrating this significant milestone in my life.

Please let me know if you can make it. Your presence would mean a lot to me as I embark on this new chapter.

Thank you for your support throughout my journey.

Warm regards,

[Your Name]