

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

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

Dear [Recipient's Name],

I am excited to share with you that I will be graduating from [Your School/University] on [Graduation Date] with a degree in [Your Degree]. The ceremony will take place at [Location] at [Time]. I would be honored to have you join me in celebrating this significant milestone. Please let me know if you can attend. Thank you for your support throughout my journey.

Warm regards,

[Your Name]