

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

[Recipient's Name]  
[Recipient's Title]  
[School/University Name]  
[School/University Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally confirm my intention to graduate from  
[Program/Department Name] at [School/University Name] in [Month, Year].  
It has been a rewarding journey, and I am grateful for the support and  
knowledge I have gained during my time here.

I would like to express my appreciation to [specific faculty/staff] for  
their guidance and encouragement throughout my studies. Their  
contributions have significantly influenced my academic and personal  
growth.

As I prepare for this milestone, I am keen to ensure all requirements  
have been completed. Please let me know if there are any additional steps  
I need to take before graduation.

Thank you for your attention to this matter. I look forward to  
celebrating this achievement with the [School/University Name] community.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]