

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

[Recipient Name]
[University Name]
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally confirm my attendance at the upcoming graduation ceremony scheduled for [date] at [time]. I am excited to celebrate this significant milestone and would like to express my gratitude for the support I have received during my time at [University Name].

Please let me know if there are any further details or requirements needed for the ceremony. I look forward to celebrating this momentous occasion with my fellow graduates, faculty, and family.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]