[Your University Letterhead]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Graduation Eligibility Confirmation
We are pleased to inform you that you have met the necessary requirements for graduation from [Program/Department Name] at [University Name]. This letter serves to confirm your eligibility for graduation in [Month, Year].
Your academic achievements have been reviewed, and we can confirm that you have successfully completed all required coursework and credits. As you prepare for the upcoming graduation ceremony, please ensure that you have submitted all necessary documents and completed any outstanding obligations.
If you have any questions or need further assistance, please do not hesitate to contact the Office of the Registrar at [Registrar's Phone Number] or [Registrar's Email Address].
Congratulations on this significant achievement!
Best regards,
[Your Name]
[Your Title]
[University Name]
[University Contact Information]