

[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 hope this letter finds you well. I am excited to announce that I will be graduating from [University Name] with a degree in [Your Major] on [Graduation Date].

To celebrate this significant milestone, I am hosting a graduation event on [Event Date] at [Event Location] from [Start Time] to [End Time]. It would mean a lot to me if you could join in the celebration.

Please RSVP by [RSVP Date] to let me know if you can make it. I would love to share this special day with you.

Looking forward to seeing you there!

Warm regards,

[Your Name]