

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

[Recipient Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to confirm my graduation from [University Name] with a degree in [Your Degree] on [Graduation Date].

Throughout my time at [University Name], I have gained invaluable knowledge and experiences that have shaped my academic and personal growth. I would like to extend my gratitude to the faculty and staff for their support and guidance throughout my studies.

As I prepare to embark on the next chapter of my life, I am excited to apply what I have learned and contribute to my field.

Thank you for being a part of my journey.

Sincerely,

[Your Name]

[Your Student ID]