

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University Name]
[Department/Office/Graduation Committee]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to participate in the upcoming graduation ceremony scheduled for [date].

I am a [Your Degree Program] student, and I have successfully completed all the required coursework and other obligations for graduation. My student ID is [Your Student ID].

I would appreciate any further details regarding the ceremony, including the schedule, attire, and any additional requirements I should be aware of.

Thank you for your attention, and I look forward to celebrating this significant milestone with my fellow graduates.

Sincerely,

[Your Name]
[Your Degree Program]
[Your Student ID]