

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University Name]
[Office of the Registrar/Graduation Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Graduation Request Letter

I hereby request to be considered for graduation during the [insert term and year] commencement ceremony. I have completed all the necessary requirements for my degree in [Your Degree Program] as per the university guidelines.

My student ID is [Your Student ID], and my major is [Your Major]. Please find attached any necessary documentation for your review.

I look forward to your confirmation and thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Student ID]