

[Your Name]
[Your Title]
[Your Organization/School]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/School]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to announce that you have successfully completed the requirements for graduation from the NNP (Nurse Practitioner) program at [Your Organization/School].

Throughout your time in the program, you have demonstrated a commitment to excellence, compassion, and professionalism. Your hard work and dedication have prepared you well for your career as a Nurse Practitioner.

We are proud of your accomplishments and look forward to witnessing your future contributions to the healthcare field. Your graduation is a significant milestone, and we encourage you to celebrate this achievement with your family, friends, and colleagues.

The graduation ceremony will take place on [Date of Ceremony] at [Time of Ceremony] in [Location of Ceremony]. We hope to see you there.

Congratulations once again on this remarkable achievement!

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization/School]