

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am thrilled to announce that I will be graduating from [Your School/University Name] on [Graduation Date]. I would be honored to have you join me in celebrating this special milestone.

The graduation ceremony will take place at [Venue Name] located at [Venue Address] at [Time].

Please join me for a reception afterward at [Reception Venue/Location] to celebrate this achievement with family and friends.

Your presence would mean a lot to me as I take this significant step forward.

Kindly RSVP by [RSVP Date] so I can plan accordingly.

Thank you, and I hope to see you there!

Warm regards,

[Your Name]

[Contact Information]