

Confirmation of Attendance

Date: [Insert Date]

Dear [Student's Name],

We are pleased to confirm your attendance at the upcoming graduation ceremony scheduled for [Insert Date] at [Insert Time] in [Insert Location].

Please be sure to arrive 30 minutes early for check-in and to take your seat.

Congratulations on your accomplishments!

Sincerely,
[Your Name]
[Your Title]
[Institution Name]