

# Graduation Ceremony Preparation Reminder

Dear [Student's Name],

We hope this message finds you well. As the graduation ceremony approaches, we would like to remind you of a few important preparations:

- **Cap and Gown:** Please ensure you have ordered your cap and gown by [order deadline].
- **RSVP:** Confirm your attendance at the ceremony by [RSVP deadline].
- **Rehearsal:** Remember to attend the rehearsal on [date] at [time].
- **Guest Tickets:** Don't forget to collect your guest tickets from [location] before [date].

We look forward to celebrating this special milestone with you. If you have any questions, please don't hesitate to reach out to us.

Best regards,

[Your Name]

[Your Position]

[School/College Name]