

# Request for Graduation Ceremony Participation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[School/University Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request participation in the upcoming graduation ceremony scheduled for [date of the ceremony]. As a student of [Your Program or Major] at [School/University Name], I am eager to celebrate this significant milestone with my peers and faculty.

My student ID is [Your Student ID], and I have successfully completed all necessary requirements for graduation. I believe that being part of this ceremony will mark a pivotal moment in my academic journey.

I kindly ask for your approval to participate in the ceremony and any additional information I may need for the day of the event.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]