

Agreement to Attend Graduation Ceremony

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you are invited to attend the graduation ceremonies for the [Degree/Program Name]. The details of the ceremony are as follows:

- Date: [Insert Graduation Date]
- Time: [Insert Time]
- Location: [Insert Venue]
- Attire: [Specify Dress Code]

Please confirm your attendance by signing below and returning this letter by [Insert Deadline Date]. Your participation is important for the celebration of this significant achievement.

We look forward to your presence at the ceremony.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

Signature of Recipient

Date: _____