

Attendance Reply for Graduation Proceedings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my attendance at the graduation proceedings scheduled for [insert date] at [insert time]. I am excited to celebrate this significant milestone and appreciate the invitation.

Please let me know if there are any additional details or requirements I should be aware of prior to the event.

Thank you for your attention, and I look forward to the celebration.

Sincerely,

[Your Name]