

Formal Invitation to Commencement Ceremony

Dear [Guest's Name],

We are pleased to invite you to the Commencement Ceremony of [University/College Name], celebrating the achievements of the graduating class of [Year].

Date: [Date of Ceremony]

Time: [Start Time] - [End Time]

Location: [Venue Name and Address]

Your presence would mean a lot to our graduates as they celebrate this important milestone in their lives.

Kindly RSVP by [RSVP Date] to [Contact Information].

We look forward to celebrating this momentous occasion together!

Best regards,

[Your Name]

[Your Position]

[University/College Name]