

Certificate Presentation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to receive your certificate at the Citizenship Oath Ceremony scheduled for [Date of Ceremony] at [Location]. This ceremony marks an important milestone in your journey to becoming a citizen.

Your presence is requested at [Time] where you will be presented with your certificate. Please arrive at least [Timeframe] prior to the ceremony to allow for check-in and seating arrangements.

Should you have any questions regarding the ceremony or need special accommodations, please do not hesitate to reach out to us at [Contact Information].

We look forward to celebrating this momentous occasion with you.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]