

# Graduation Ceremony Attendance Reminder

Dear [Administrator's Name],

This is a friendly reminder about the upcoming graduation ceremony scheduled for [Date] at [Time]. The event will be held at [Location]. We would like to ensure your presence as it is an important occasion for our graduates.

Please confirm your attendance by [RSVP Deadline]. If you have any questions or require further information, feel free to reach out.

Thank you for your attention and support in making this event memorable for our students.

Sincerely,  
[Your Name]  
[Your Position]  
[School/University Name]  
[Contact Information]