

Graduation Ceremony Attendance Reminder

Dear [Alumni Name],

We are excited to remind you that the upcoming graduation ceremony will take place on [Date] at [Time], located at [Venue]. This is a wonderful opportunity to reconnect with fellow alumni and celebrate the achievements of the graduating class.

Please mark your calendars and join us as we honor the hard work and dedication of our students. Your presence will make this occasion even more special.

To confirm your attendance, kindly RSVP by [RSVP Date]. You can reply to this email or contact us at [Contact Information].

We look forward to celebrating with you!

Warm regards,

[Your Name]

[Your Position]

[University Name]

[Contact Information]