

Graduation Ceremony Attendance Reminder

Dear Faculty Members,

We would like to remind you of the upcoming Graduation Ceremony scheduled for **[Date]** at **[Time]**. The event will take place at **[Venue]**.

Your presence is highly valued, and we encourage you to join us in celebrating the achievements of our graduates.

Please confirm your attendance by **[RSVP Date]**.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]