

Dear [Invitee's Name],

We are delighted to remind you of the upcoming graduation ceremony for the Class of [Year]. Your presence at this special occasion is greatly valued.

Date: [Date of Ceremony]

Time: [Time of Ceremony]

Venue: [Venue Name and Address]

Please confirm your attendance by [RSVP Date]. We look forward to celebrating this significant milestone with you.

Warm regards,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]