

Dear [Sponsor's Name],

We are excited to remind you of the upcoming graduation ceremony for [Student's Name] on [Date] at [Time]. The event will be held at [Venue]. Your support has been invaluable in this journey, and we would be honored to have you join us in celebrating this milestone.

Please RSVP by [RSVP Deadline] to confirm your attendance. We hope to see you there to share in the joy of this special occasion!

Thank you for your continued support.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]