

Graduation Ceremony Attendance Reminder

Dear [Student's Name],

We are pleased to remind you that you are invited to attend the upcoming Graduation Ceremony on [Date] at [Time]. The event will be held at [Venue]. This is a significant milestone in your academic journey, and we encourage you to participate in this celebration.

Please ensure that you arrive at least [time] minutes early for check-in. Dress code is [Dress Code]. Your presence will make this occasion even more special.

Should you have any questions, feel free to reach out at [Contact Information].

Congratulations on your achievements!

Best Regards,

[Your Name]

[Your Title]

[School/University Name]