

Graduation Schedule Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on Graduation Schedule

Dear [Recipient's Name],

I hope this message finds you well. As we approach the graduation date, I would like to discuss the schedule and arrangements to ensure a smooth and memorable event for all involved.

Could we arrange a meeting to go over the following points?

- Finalizing the graduation date and venue
- List of speakers and performers
- Graduation rehearsal schedule
- Distribution of caps and gowns
- Attendance and RSVP management

Please let me know your availability for a meeting. I look forward to your response.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]