

# Inquiry Regarding Graduation Ceremony Details

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Degree/Program] student expected to graduate in [Graduation Month and Year].

I am writing to inquire about the details regarding the upcoming graduation ceremony. Specifically, I would like to know:

- The date and time of the ceremony
- The location of the event
- Any specific dress code or requirements
- The number of guests allowed per graduate
- Information on tickets or registration

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]