

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to participate in the upcoming graduation ceremony scheduled for [date of graduation]. I am excited to celebrate this significant milestone with my fellow graduates and the faculty.

Please let me know if there are any forms or additional information required from my side to ensure my participation. Thank you for all the support during my academic journey.

Looking forward to your confirmation.

Sincerely,

[Your Name]

[Your Degree or Program]