

Graduation Ceremony Involvement Notification

Dear [Recipient's Name],

We are pleased to announce that you have been selected to participate in the upcoming graduation ceremony scheduled for [Date] at [Location]. This is a momentous occasion, and we are excited to have you involved in celebrating this important milestone.

Please mark your calendar and confirm your attendance by [RSVP Deadline]. Additional details regarding the ceremony agenda and rehearsal schedule will be provided in due course.

Congratulations on your achievements, and we look forward to celebrating with you!

Best regards,
[Your Name]
[Your Position]
[Your Institution]