

Graduation Ceremony Participation Confirmation

Date: [Date]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming graduation ceremony scheduled for [Date of Ceremony] at [Location]. Your presence will help celebrate this significant milestone in our graduates' lives.

Please arrive by [Time] for the pre-ceremony instructions and seating arrangements. Kindly bring your cap and gown, and ensure you adhere to the dress code.

If you have any questions or need further information, feel free to reach out at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]