# Request to Join Graduation Ceremony

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]


[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]


Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request to participate in the upcoming graduation ceremony scheduled for [insert date]. As a [Your Major/Program] student who has completed all necessary requirements, I am eager to celebrate this milestone with my fellow graduates.

I believe that joining the ceremony would provide a valuable opportunity for me to mark this achievement and share the experience with my family and friends.

Thank you for considering my request. I look forward to your positive response.


Sincerely,

[Your Name]