

# Letter of Submission for Graduation Ceremony Seat Reservation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 a reservation for a seat at the upcoming graduation ceremony scheduled for [Insert Date of Ceremony]. As a graduating student in the [Your Program/Department], I am eager to celebrate this significant milestone with my fellow classmates and friends.

Kindly reserve a seat for myself and [number of guests, if applicable] at the event. I appreciate your assistance in this matter and look forward to your confirmation.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Student ID]