

Graduation Day Schedule

Dear [Student's Name],

We are excited to celebrate your graduation! Below is the schedule for the big day:

Graduation Day Schedule

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Venue:** [Insert Venue Name and Address]
- **Arrival Time:** [Insert Recommended Arrival Time]
- **Processional Begins:** [Insert Time]
- **Ceremony Starts:** [Insert Time]
- **Reception:** [Insert Reception Details]

Please ensure you arrive on time and dress appropriately. We look forward to celebrating this special occasion with you!

Best regards,

[Your Name]

[Your Title/Position]

[School/Institution Name]