

Dear [Recipient's Name],

We are excited to remind you about the upcoming graduation festivities for the Class of [Year]. Please mark your calendars!

- **Graduation Ceremony:** [Date] at [Time], [Location]
- **Reception:** [Date] at [Time], [Location]
- **Graduation Party:** [Date] at [Time], [Location]

We look forward to celebrating this special milestone with you!

Best regards,

[Your Name]
[Your Title/Position]
[Your Institution]