

# Graduation Observance Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that the graduation ceremony for the Class of [Year] will be held on [Date] at [Location]. The event will commence at [Time] and will celebrate the achievements of our graduates.

Please join us in honoring the hard work and dedication of our students. We encourage you to RSVP by [RSVP Date] to ensure your attendance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]