

# You're Invited!

Date: [Date]

Time: [Time]

Location: [Venue Name, Address]

Dear [Recipient's Name],

We are pleased to invite you to the commencement ceremony for the Graduating Class of [Year].  
Join us as we celebrate the achievements of our graduates.

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to celebrating this special occasion with you!

Sincerely,

[Your Name]

[Your Title/Position]

[Institution Name]