

# Confirmation of Commencement Ceremony Involvement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your involvement in the upcoming commencement ceremony scheduled for [Insert Date of Ceremony] at [Insert Venue]. We appreciate your participation and are excited to have you as part of this special event.

Details of the ceremony are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time]
- **Venue:** [Insert Venue]

Please arrive at least [Insert Arrival Time] prior to the ceremony for check-in and briefing. If you have any questions or require further information, feel free to contact us at [Insert Contact Information].

Thank you for your commitment and support. We look forward to seeing you at the ceremony!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]