

Inquiry About Commencement Ceremony Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the upcoming commencement ceremony scheduled for [Date]. As a graduating student, I am eager to get more information regarding the event.

Specifically, I would like to know:

- The exact date and time of the ceremony
- The location of the event
- Any guidelines regarding guest attendance
- Dress code recommendations for graduates
- Any additional information or preparations required on our part

Your assistance in providing this information would be greatly appreciated. Thank you for your time and support. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Degree Program]