

# Request for Attendance at Commencement Ceremony

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your attendance at the upcoming commencement ceremony scheduled for [insert date]. As a significant milestone for our graduates, your presence would greatly enhance the occasion.

The ceremony will take place at [insert location] and will commence at [insert time]. We believe that your participation will inspire our graduates as they step into the next chapter of their lives.

We would be honored by your presence and would appreciate if you could confirm your attendance at your earliest convenience.

Thank you very much for considering our request. We look forward to the possibility of welcoming you to this celebratory event.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Department]