

RSVP for Commencement Ceremony

Date: [Date of Ceremony]

Location: [Location of Ceremony]

Dear [Recipient's Name],

We are pleased to invite you to our Commencement Ceremony on [Date]. This is a significant milestone for our graduates, and we would be honored to have you in attendance.

Please confirm your attendance by replying to this letter by [RSVP Deadline].

Number of guests attending: [Number]

We look forward to celebrating this special occasion with you!

Warm regards,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]