

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge the invitation to the graduation ceremony scheduled for [Date of Ceremony]. I am honored to be invited and excited to celebrate this significant milestone.

Thank you for your kind invitation, and I look forward to attending the ceremony and celebrating with fellow graduates, faculty, and family.

Best regards,

[Your Name]