

Attendance Notification for Graduation Ceremony

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that you have been officially invited to attend the Graduation Ceremony for the Class of [Year]. This ceremony will take place on [Date] at [Time], located at [Venue].

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

We look forward to celebrating this important milestone with you!

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]