

Confirmation of Presence at Graduation Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department/Office Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my presence at the upcoming graduation ceremony scheduled for [Insert Date] at [Insert Time]. I am honored to participate in this significant event and celebrate this achievement with my fellow graduates.

Please let me know if there are any specific details or requirements I should be aware of prior to the ceremony.

Thank you for your attention to this matter. I look forward to the graduation ceremony.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]