

Letter of Intent to Participate in Graduation Festivities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally express my intent to participate in the upcoming graduation festivities at [University Name]. As a graduating student of the [Your Degree Program] program, I am excited to celebrate this significant milestone with my fellow graduates, faculty, and loved ones.

The graduation ceremony is scheduled for [Insert Date of Ceremony]. I understand that participation entails [any specific requirements or commitments, e.g., attendance at rehearsals, wearing a cap and gown, etc.]. I am prepared to fulfill all obligations to ensure a successful event.

Please let me know if there are any further steps I need to take or forms I need to complete. I look forward to participating in this memorable occasion.

Thank you for your attention to this matter. I eagerly await your confirmation.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]