

# Letter of Intent to Attend Graduation Event

Date: [Insert Date]

From: [Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

To: [University Name]  
[Department/Office Name]  
[University Address]  
[City, State, ZIP Code]

Dear [University Official's Name],

I am writing to formally express my intention to attend the graduation event scheduled for [insert date of graduation]. As a proud member of the [Your Degree Program] program, I am eager to celebrate this significant milestone with my fellow graduates and the university community.

Please let me know if you need any further information or confirmation regarding my attendance. I look forward to the event and celebrating this accomplishment.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Student ID]