

# Notification of Non-Participation in Graduation Ceremony

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally notify you that I will not be participating in the upcoming graduation ceremony scheduled for [Insert Date].

Due to [insert reason, if comfortable], I regret to inform you that I will be unable to attend this significant event.

I would like to extend my gratitude to the faculty and staff for their support throughout my academic journey. I will cherish the memories and experiences gained during my time at [Insert Institution Name].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]