

# Notification of Upcoming Grade Promotion Ceremony

Dear Parents and Guardians,

We are excited to announce that the Grade Promotion Ceremony for our students will take place on **Date** at **Time**. The event will be held at **Location**.

This ceremony is a significant milestone in our students' academic journey, and we would be honored to have you join us in celebrating their achievements.

Please encourage your child to dress appropriately for the occasion. We look forward to seeing all of you there!

Best regards,

**Your Name**  
**Your Position**  
**School Name**  
**Contact Information**