

Graduation Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

We are pleased to confirm that [Student Name] has successfully completed the requirements for the [Degree] in [Program Name] from [University Name]. The graduation ceremony is scheduled for [Date of Ceremony] at [Time] in [Location of Ceremony].

We commend [Student Name] for their dedication and hard work throughout their time at [University Name]. They have met all educational and administrative requirements and are eligible for graduation.

If you have any inquiries or require further information, please feel free to contact our office.

Best regards,

[Your Name]

[Your Title]

[University Name]

[Contact Information]