

Graduation Ceremony Notice

Date: [Insert Date]

To: [School District Name]

From: [Your School Name]

Dear [School District Officials/Parents/Students],

We are excited to announce that the graduation ceremony for the [Grade/Class/Program] will take place on [Date] at [Time]. The event will be held at [Location]. We invite you to join us in celebrating the achievements of our students.

Please find the details below:

- **Date:** [Graduation Date]
- **Time:** [Graduation Time]
- **Venue:** [Venue Name and Address]
- **RSVP:** Please confirm your attendance by [RSVP Date]

We look forward to seeing you there as we honor our graduates and their hard work and dedication.

Warm regards,

[Your Name]

[Your Title]

[Your School Name]

[Contact Information]