**Invitation Letter Graduation Ceremony Sample:**

(university/college logo)

(university/college address)

(university/college contact details)

(insert today’s date)

Dear Mr and Mrs (insert name) and family,

We are extremely proud to extend to you an invitation to the (university/college name)’s Graduation Ceremony that your son/daughter/children will be graduating in.

The ceremony will take place at (insert location) and will begin sharply at (insert time). We are attaching a programme of events for the day/weekend/evening so that you can plan ahead and not miss out on any part of your son/daughter’s big day.

Every year we experience a wonderful turnout for the occasion and would love for the (insert name) family to attend to show appreciation for (enter student’s name) hard work. It is a time where we can all celebrate and congratulate our students for the efforts they have put in to their degrees.

If you could please return the RSVP form below to (insert office details) by (insert date), it would be much appreciated. We look forward to your attendance at the Graduation Ceremony.

Kind regards,

(signature)

(printed name)

(role at university/college)

(contact details)