

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I’m graduating from (High School Name) on (Graduation Date) and I’d be thrilled if you could attend! I’ll be presented with a (Type of Degree).

The graduation ceremony begins promptly at (Graduation Time) and will be held at (Graduation Location).

Tickets for the ceremony are required, so please RSVP to (Graduate’s Name) at (Graduate’s Phone Number) by (RSVP Date).

Sincerely,

(Graduate Signature)

Class of (Graduating Year)