

Formal Graduation Announcement Letter

Subject: Announcement of Graduation

Dear [Recipient Name],

I am pleased to announce that I have successfully completed my [Degree/Program] at [School/University Name]. My graduation ceremony is scheduled for [Date] at [Location].

I wanted to share this milestone with you and express my gratitude for your support throughout my academic journey. Your encouragement has been invaluable.

Looking forward to celebrating this achievement with friends and family.

Sincerely,

[Your Name]

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