

Degree completion confirmation template

Subject: Graduation Confirmation - [Degree Program]

Dear [Student Name] and Family,

It is with great pleasure that we confirm [Student Full Name] has successfully completed all requirements for graduation from [Institution Name].

Graduation Details:

Degree Awarded: [Degree Type and Major]

Graduation Date: [Date]

Academic Honors: [If applicable]

GPA: [If requested]

Ceremony Date: [Date]

Ceremony Location: [Venue]

The official diploma will be mailed to your address on file within [timeframe] after the ceremony. If you need an official transcript or additional documentation, please contact the Registrar's Office.

Congratulations on this significant achievement! We are proud of your dedication and hard work throughout your academic journey.

With warmest regards,

[Name]

[Title - Registrar/Dean]

[Institution Name]

[Contact Information]

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