

Acceptance Letter to an Informal Graduation Ceremony

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear (recipient's name),

I hope this letter finds you well. I am writing this letter to congratulate you on your daughter's success in her bachelor's exam. She has always been a bright student and we couldn't expect anything less than that from her. It is a great pleasure for us to be invited by you on her graduation ceremony. We have been on very good terms since she was a little girl and of course we have affection for her as our own daughter.

We will be really glad to be a part of this memorable occasion and will join you on the campus on 27th of this month at 5:00 pm. Accept our heartiest congratulations on this momentous occasion. We are very happy on her success and we wish her all the best for her future.

We will be looking forward to be a part of her graduation ceremony.

Thank you very much.

Yours Sincerely,

[Your Name]