

We are so hoping to see you at your graduation ceremony! But we are bound by Government laws and regulations. If you are unable to travel at the time of your graduation, you are unfortunately unable to attend. [Date goes here]

[Your Name goes here]

Student Number: [Your CSU student number goes here]

[Your residential street address goes here]

[Your residential city/suburb], [State] [Postcode]

[Your email address goes here]

[Your contact number goes here]

To Whom It May Concern:

Charles Sturt University Graduation Guest Invitation

This letter confirms my attendance at my graduation ceremony on [Graduation date goes here], and provides details of my invited guests to this special occasion and official event.

I am inviting the following guest(s) to attend my graduation ceremony:

1/ Name : [Full name of guest goes here]
Relationship : [Your relationship to this guest, e.g. Wife, Mother-in-law, Uncle, etc.]
DOB : [Guest DOB goes here]
Passport No : [Guest passport number goes here]

2/ Name : [Full name of guest goes here]
Relationship : [Your relationship to this guest, e.g. Wife, Mother-in-law, Uncle, etc.]
DOB : [Guest DOB goes here]
Passport No : [Guest passport number goes here]

3/ Name : [Full name of guest goes here]
Relationship : [Your relationship to this guest, e.g. Wife, Mother-in-law, Uncle, etc.]
DOB : [Guest DOB goes here]
Passport No : [Guest passport number goes here]

4/ [Delete section if not required]

Name : [Full name of guest goes here]
Relationship : [Your relationship to this guest, e.g. Wife, Mother-in-law, Uncle, etc.]
DOB : [Guest DOB goes here]
Passport No : [Guest passport number goes here]

Sincerely,

[Your Name goes here]