

$\{ \text{date} \}$ 

Dear President,

Here's our concern:

$\{ \text{body} \}$

Sincerely yours,

`{Sender Name}`

Signed by:

\${College Dean}	\${Vice President}
\${College Dean-Name}	\${Vice President-Name}
\${College Dean-Position}	\${Vice President-Position}
\${President}	
\${President-Name}	
\${President-Position}	