

#{date}

REV. FR. NESTOR RARAS, OAR

VP-Student Welfare

#{Medical Clinic Head}

Thru: DR. ALMA C. TACMO

Head, Medical- Dental Clinic

Dear Fr. Raras,

Peace and Health!

We would like to request a medicine kit to be used during #{Body}. The said event will be held on #{Event Date} at #{Event Venue}.

Thank you very much for your continued support.

Sincerely yours,

#{Sender}