| \${date} | |
|---|-----------------------------|
| Dear President, | |
| \${body} | |
| \${var} | |
| | |
| Sincerely yours, | |
| \${Sender} | |
| | |
| \${Dean-Name} | \${Vice President-Name} |
| \${Dean-Position} | \${Vice President-Position} |
| $\Phi(\mathbf{D}_{\mathbf{C}}, \mathbf{I}_{\mathbf{C}}, \mathbf{M}_{\mathbf{C}})$ | |
| \${President-Name} | |
| \${President-Position} | |