Φ (D-4-
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Dagr	Vica	President,
Dear	vice	President.

We will be holding an activity i	named \${activityname}	to be held at \${venue}	. We are hoping for your
kind consideration. Thank you.			

Sincerely yours, \${Sender}

\${Secretary}

\${Chairperson}

\${Dean}

\${Vice President}