

\${date}

Dear Ms. Abarquez,

I would like to ask permission to enter \${Guest Name} into the school campus. \${Body}.

Sincerely yours,

\${Sender Name}

Signed by:

\${College Dean}

\${School President}

\${College Dean-Name}

\${School President-Name}

\${College Dean-Position}

\${School President-Position}