${date}

Dear President,

Here's our concern:

${body}

Sincerely yours,

${Sender Name}

Signed by:

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