${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}