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