

Dear Bwana/Madamu

Ishuri ryifuzaga .....

gukora urugendo.....

Urwo rugendo ruzaba tariki ya.....

Musinye muni y'uru rwandiko, kugira ngo tumenye ko mwamuhaye uruhushya rwo kuzajyana n'abandi.

Murakoze

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Nemeye ko..... azajya mu rugendo rw'ishuri kw'itariki ya

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Umukono w'umubyeyi: .....

Tariki ya: .....

