

Dear Bwana/Madamu

Mutumiwe.....

ku itariki ya..... saa.....

guhura n'abarimu kugira ngo muvugane..... amajyambere
y'ishuri/guhura n'umuforomokazi w'ishuri

Murakoze

I Nzaba mpari ku itariki ya.....

Nkeneye/Sinkenye umusemuzi

Musinye kandi musubize uru rwandiko ku ishuri.
.....

Izina ry'umwana n'umwaka w'ishuri.....

