

Date: _____

Honorable [Barangay Captain's Name]
Barangay Captain
Barangay [ABC], Bacolod City

Dear Honorable _____,

I hope this letter finds you in good health and high spirits. I am _____, a law student currently enrolled at _____.

As part of our Law Student Practice requirement, we are entrusted to reach out to communities to share knowledge on essential laws that could benefit their members. My team members and fellow law students are named below:

- Name 1
- Name 2
- Name 3

With this in mind, I propose a mini-seminar on the Expanded Senior Citizens Act of 2010 to be held in your esteemed barangay. Our team has noticed that, despite its potential for significant benefits, this law often goes unnoticed due to a lack of awareness and understanding.

The seminar we propose would aim to explain, in an accessible language, the rights and privileges provided under this law, its application, and how it can be used to benefit our beloved senior citizens. The interactive session will also provide a platform for attendees to ask questions and share concerns about the application of this law in their day-to-day lives.

We intend to hold this seminar on June 17, 2023, 3 PM. The session will include 20 senior citizens from your Barangay, selected based on their interest and willingness to participate. To show our appreciation for their time and input, we will provide snacks and a small token of gratitude to all participants. This would be a beneficial experience for the senior citizens in your jurisdiction, and we assure you that all safety protocols will be strictly adhered to.

We would greatly appreciate your support in this endeavor, including any assistance in selecting participants, providing a suitable venue, and disseminating information about this seminar to the community. Your active involvement would be instrumental in ensuring the success of this educational initiative.

We kindly request your response at your earliest convenience so that we may proceed with our preparations.

Thank you for considering our proposal. We look forward to the possibility of working together to benefit our senior citizens and communities.

Once you approve, we will submit this to our Adviser for final approval and confirmation. We will then get back to you for further details.

Yours sincerely,

Law Student Practitioner
School