



Confucius Hall Secondary School

4th September, 2018

Dear Parent or Guardian,

Ordering of English Teaching and Learning Materials for F.4

The English Department is going to order teaching and learning materials on behalf of students. A folder is required for inspection purposes. Please hand in the reply slip and the relevant payment to the class teacher on or before 8th September, 2018. The details are as follows.

Items	Price
Folder	\$6
Total:	\$6

If you have any further questions, please do not hesitate to contact our English teachers.

Yours faithfully,
English Department
Confucius Hall Secondary School

Reply Slip

Dear Principal,

Being the parent/guardian of _____ () in class _____, I agree to entrust the school to buy the above item.

Please find the relevant payment (in cash or by cheque made payable to Confucius Hall Secondary School) attached.

Folder
Total (\$): 6

Parent's Signature: _____

Parent's name.: _____

Mobile Phone No.: _____