



Confucius Hall Secondary School

4th September, 2018

Dear Parent or Guardian,

Ordering of English Teaching and Learning Materials for Class 2/3E C

The English Department is going to order textbooks on behalf of students. In addition, 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
1. Longman English Spark! JS 2A (2017 Ed.)	\$179
2. Longman English Spark! JS 2B (2017 Ed.)	\$179
3. Longman English Spark! Listening Book JS 2A (2017 Ed.)	\$78
4. Longman English Spark! Listening Book JS 2B (2017 Ed.)	\$78
5. Folder	\$6
Total:	\$520

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 items.

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

Folder & textbooks
Total (\$): 520

Parent's Signature: _____

Parent's name: _____

Mobile Phone no.: _____