



## Confucius Hall Secondary School

Dear Parent or Guardian,

4<sup>th</sup> September, 2018Ordering of Teaching and Learning Materials for Class 5E2 & 5E3

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 payment to the class teacher on or before 8<sup>th</sup> 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 items.

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.: \_\_\_\_\_