



ST. LOUIS SCHOOL
Circular No.249 (16-17)

11th May, 2017

Dear Parents/Guardians,

Re: Second Instalment & Briefing Session for the New Zealand English Study Tour

Please note that your non-refundable deposit of HK\$5,000 for the captioned tour has been well received. This letter serves to inform you about the collection of the second instalment.

You are kindly requested to return the following reply slip to Ms Li Yuen Ching along with a **crossed cheque** of **HK\$21,700** made payable to “**DAS CULTURAL SERVICES CO., LTD**”, the photocopy of student’s passport and ID card on or before **15th May, 2017 (Monday)** to meet the full payment. You are cordially invited to a briefing session for parents and students at **10:00 a.m.** in the **G.P. Room** on **27th May, 2017 (Saturday)**.

Should you have any enquiries, please contact Ms Li Yuen Ching at 2546 0117.

(Ms Li Yuen Ching)
for the Principal

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Reply slip

Circular No. 249 (16-17)

Re: Second Instalment & Briefing Session for the New Zealand English Study Tour

Dear Principal,

I, the parent of _____ of Class _____ (No. _____):
acknowledge the payment details of second instalment of the New Zealand Study Tour as detailed
in your letter dated 11th May, 2017. Please find the information of the crossed cheque enclosed:

Bank: _____ Cheque no.: _____

My child and _____ parent(s)/guardian(s) will attend the briefing session on 27th May, 2017.

Signature of Parent/Guardian : _____

Name of Parent/Guardian : _____

Parent’s emergency contact no. : _____

Student’s mobile no. : _____

Date : _____