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| --- | --- | --- |
| http://www.sjc.edu.hk/download/badge_bw_400x456.jpg | **St. Joseph's College**  7 Kennedy Road, Central, Hong Kong.  Tel: 3652 4888, 2522 1204 Fax: 2877 0232 | I:\SJC\Admin\ECA\Logo\black.jpg |

Circular No.: CTP/2019-20/XX

XXth XXX, 20XX

Dear Parents/Guardians,

**(Name of Activity)**

The XXX Society is now offering our members (Name of Activity) which aims to develop and strengthen participants’ skills in XXX. The activity will focus on XXX. Details are as follows:

|  |  |
| --- | --- |
| Date: | XXX |
| Time: | XXX |
| Venue: | XXX |
| Fees: | XXX |

We do appreciate your son's participation. Please fill in the reply slip below and return it [[with a cheque of $XXX payable to ‘**The IMC of St. Joseph’s College**’]] on or before Xth XXX 20XX (Monday) to Mr. XXX (Staff Room X). Should you have any enquiries, please contact (Student-in-charge) at XXXXXXXX or Mr. XXX at 3652 48XX. Thank you for your attention.

|  |  |  |  |
| --- | --- | --- | --- |
| Yours faithfully,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  XXX  Student-in-charge | Approved by    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  XXX  Teacher-in-charge | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C. Y. Tam  ECA Master | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Perrick Ching  Principal |

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**Reply Slip -- (Name of Activity)**

*(Please return this slip [[with a cheque of $XXX payable to ‘****The IMC of St. Joseph’s College****’]]*

*on or before Xth XXX 20XX (Monday) to Mr. XXX (Staff Room X*).*)*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (S.\_\_\_\_\_, Class No. \_\_\_\_\_\_\_\_\_\_) \*shall / shall not enroll my son into the captioned activity/event.

Student’s Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Please delete as appropriate*