17 March 2015

Dear Parents,

To foster self-regulated learning and lay a strong foundation for writing, the English Department encourages all students to read and write widely and often. In the second term, the school will place the order of *Basic and Advanced Sentence Patterns*, an exercise book designed specifically for junior form students, who will find it useful in the area of sentence construction throughout the years of English learning. The original price of each copy is $75, yet our students will enjoy a discounted school price of $67.5 per book.

To purchase, please complete and have your child return the reply slip together with the payment ($67) **in cash** to his/her English teacher by **24 March 2015 (Tuesday)**.

Yours sincerely,

[Signature]

The Principal
Ho Fung College (Sponsored by Sik Sik Yuen)

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Reply slip

☐ I would like my child to purchase *Basic and Advanced Sentence Patterns*.

☐ I regret to inform you of my decision not to purchase *Basic and Advanced Sentence Patterns* for my child.

Signature of Parent: ______________________

Name of Student: ______________________

Class: __________ Class No.: __________

Date: ______________________

Please return this reply slip together with a cash payment of $67 to your child's English teacher by **24 March 2015 (Tuesday)**.