

# HOTUNG SECONDARY SCHOOL

何 東 中 學

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1 Ka Ning Path,  
Causeway Bay,  
Hong Kong

Our Ref. : (GEN072E/201920) in HTSS/STUD/1 Pt.2

4 November, 2019

Dear Parents/Guardians

## Collection of student Union membership fee

The student Council for the present school year has just been elected, and as every current student automatically becomes a member of the student Union, she has to pay an annual membership fee of \$30. All of the fund raised will be used to cover the daily expenses of the student Union and to serve the welfare of our students.

As expenses are incurred to produce a new student ID Card, each S1 student has to pay an additional fee of \$10, making the total amount to be paid \$40.

The above mentioned fees will be collected on Thursday 7 November, 2019. Please sign the reply slip and have it, together with the fee(s) that need to be paid, to the Class Teacher on that day.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'CHENG SIU Kam-sheung', with a long horizontal line extending to the right.

CHENG SIU Kam-sheung  
Principal

## Reply Slip

Dear Principal,

### Collection of Student Union membership fee

I, parent /guardian of \_\_\_\_\_ (name of student) in \_\_\_\_\_  
(Class) [Class Number: \_\_\_\_\_ ], acknowledge receipt of the Letter to Parent regarding the  
captioned subject and informing me that my daughter has to pay the fee(s) listed below:

(please ✓ where appropriate)

- \$30 of student Union membership fee (applicable to S2 to S6 students)
- \$30 of student Union membership fee together with \$10 of processing fee for a new student ID  
Card (applicable to all S1students)

Parent / Guardian's Signature: \_\_\_\_\_

Parent / Guardian's Name : \_\_\_\_\_

Date: \_\_\_\_\_