

# HOTUNG SECONDARY SCHOOL

何 東 中 學

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Our Ref. : (GEN023E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path  
Causeway Bay  
Hong Kong

18 September, 2019

Dear Parent / Guardian

## **Application for withdrawal from HKDSE elective subject (Phase 1) ~ S5**

I refer to the application made by your child regarding her intended withdrawal from \_\_\_\_\_ (elective subject). After thorough consideration by the school, her application has now been approved.

Please encourage your child to make an effort in her studies so as to achieve satisfactory results in the upcoming Hong Kong Diploma of Secondary Education examinations. Thank you for your attention.

Yours truly

A handwritten signature in black ink, appearing to be 'Kam-sheung'.

CHENG SIU Kam-sheung  
Principal



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Dear Principal

## **Application for withdrawal from HKDSE elective subject (Phase 1) ~ S5**

I, parent / guardian of student \_\_\_\_\_ (name) in \_\_\_\_\_ (Class) \_\_\_\_\_ (Class Number), acknowledge receipt of the letter concerning the captioned matter. I will encourage her to make an effort in her studies so as to achieve satisfactory results in the upcoming Hong Kong Diploma of Secondary Education examinations.

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

Date: \_\_\_\_\_ September, 2019

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