



Dear Parents/Guardians,

4th September, 2023

Student Photo Taking Arrangements

Our school has engaged Leo Photo Services Company to provide color ID photo-taking services for students on Wednesday, 6th September, 2023. Details are as follows for your reference.

| | |
|-----------------|--|
| Date: | Wednesday, 6 th September, 2023 |
| Location: | School Hall |
| Quantity: | One dozen for 15, Two dozen for 25 yuan |
| Payment Method: | The cost will be deducted from students' smart cards. |
| Note: | All students are required to wear neat summer school uniforms for the photo-taking session on that day." |

Yours faithfully,
Mr. Chan Chun Wah
Principal

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Reply Slip (23-002E)

Dear Principal,

I have read the circular “**Student Photo Taking Arrangements**”,
and I * **intend** / **do not intend** to order color ID photos for my child.

Quantity : * One Dozen / Two Dozen

Class () Student Name : _____

Parent's/Guardian's Signature : _____

Date : _____

*Please tick ✓ as appropriate.