

11th December, 2007.

Dear Parent/Guardian,

The publication of our School Magazine is now in progress. I would like to take this opportunity to appeal to parents in business for advertisements. The charge rate is \$2,000 and \$1,000 per full-and half-page respectively. Those who wish to put advertisements in our School Magazine please contact the form-teacher concerned through your son/ward. Donations are also welcome. The name of the student and the amount donated will be acknowledged in the School Magazine and official receipts will also be issued.

Thank you for your attention.

Yours faithfully,

Mr. Sze Kin Kwan
Principal

敬啟者：

敝校本年度之校刊行將出版，現特謹請閣下刊登廣告或捐助（廣告收費：全頁二千元，半頁一千元，有意者請通過 貴子弟與班主任聯絡）。如蒙惠捐，當發回正式收據，並將學生姓名及金額登於校刊內，以誌謝忱。

此致

貴家長／監護人

陳瑞祺（喇沙）書院校長謹啟

二零零七年十二月十一日

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Reply Slip
回條

(Please put a ✓ in the and delete where inappropriate)

(請在適當的 加✓，以及刪去不適用者)

I *wish / do not wish to donate \$_____ to the School Magazine.
本人*願意 / 不願意捐助金額 \$_____ 支持 貴刊之印行。

I wish to pay *\$1,000 (half page) / \$2,000 (full page) for the advertisement in the School Magazine.
本人付上校刊廣告費用*\$1,000 (半版) / \$2,000 (全版)。

Name of Student: _____ Form: _____ (Class no. ____) Parent/Guardian: _____
學生姓名 班別 (學號) 家長/監護人 (Signature 簽署)