

To: CHY

(To CTW & keep record!)

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THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

BY:
香港 九龍 紅磡

SKH LAM WOO MEMORIAL SECONDARY SCHOOL

By FAX

Attn: Mrs. LEUNG Lai Kum, Principal

November 2, 2011

Dear Mrs. LEUNG,

RE: Invitation to PolyU 17th Congregation

Congratulations on the excellent performances of your graduate CHIU Chun Yin. Chun-yin graduated with First Class Honour in Bachelor of Business Administration (Financial Services).

We write to invite you and one of your teaching staff to be our special guests to celebrate his success and share his joys in the 17th Congregation of Faculty of Business. The ceremony will be held at 3:30 p.m. on 12 November, 2011 at the Jockey Club Auditorium of The Hong Kong Polytechnic University. Special seats have been reserved for you and your colleagues. We would be grateful if you could kindly fax us the attached Reply Slip to facilitate our arrangements.

Looking forward to receiving your favourable reply.

Yours sincerely,

Mr. WAN Chi Keung
Head
Office of Secondary School Relations and Outreach
Encl.

RSVP