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Fung Kai Innovative School 19A Jocky Club Road, Sheung Shui

To: Vice-Principal,

Dear Ms. Lau,

Thank you very much for your support of the overseas training programme and workshop organized by Language Services International (ESL). The schedule date of visit would be on the 16<sup>th</sup> December, 2011.

If you have questions regarding this event, please do not hesitate to contact me at 93799815.

Your sincerely,

Alice Chan