

Date :

The Principal,
Maryknoll Fathers' School,
Secondary Section,
No.2 To Yuen Street,
Tai Hang Tung, Kowloon.

or

The Principal,
Maryknoll Fathers' School,
Primary Section,
No.11 Hoi Lai Street,
Shamshuipo, Kowloon.

Dear Principal,

Re : Documentary Proof of Alumni Qualification

I, _____, had studied in Maryknoll Fathers' School (Primary Section/Secondary Section) from (year & class)_____ to (year & class) _____. However, the records of my study were mislaid. As I am now applying for the membership of Maryknoll Fathers' School Alumni Limited ("MFSA") and require the production of documentary evidence for my alumni identity, I shall be obliged if you would kindly confirm, release and assign the information aforesaid to MFSA so as to enable them to processing my application at your earliest convenience.

If you have any enquiry, please do not hesitate to contact me at (phone no.) _____. Your kind assistance to the above matter is appreciated.

Yours faithfully,

Name :

For School use
only

Pursuant to the record, the abovenamed person _____ was a student of Maryknoll Fathers' School (Primary Section / Secondary Section) from (year & class)_____ to (year & class) _____.

Name :
Principal of Maryknoll Fathers' School
(Primary Section / Secondary Section)
Date :