

# THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai

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NORD  
ANGLIA  
EDUCATION

HELPING OTHERS  
TO BE THE BEST  
THEY CAN BE

6<sup>th</sup> December 2013

**RE: U15 FOBISIA OUTSTANDING PAYMENTS**

Dear Parent/ Guardian,

Thank you for supporting the recent trip to the U15 FOBISIA event in Vietnam. As I am sure you have heard it was a very successful event for our students.

It is now time for us to make the final payments for the flight and accommodation and according to our records there is an outstanding amount of                      RMB. Please can you complete the payment at your earliest convenience. Please send cash equal to the amount stated above to the school's accounts office located in room 130 in the Primary campus.

If you have any questions or you feel that you have received this notice in error please contact me via email at [s-thorley@bisspuxi.com](mailto:s-thorley@bisspuxi.com).

Yours faithfully,

Samuel Thorley

Head of Extracurricular Sport