



Diocesan Boys' School Boarding School

Dear Parents,

I am writing to you on the subject of the free laundry service that we currently provide at the school.

The new laundry lettering system is a success, as there is less confusion over the numbers from last year's number system. However, there is still a major flaw that we would like to address i.e. lost laundry. In only one month, we have collected over two boxes of unlabelled laundry.

While our local charities benefit, I know that for your son and yourselves, it is a costly waste of resources. We have bought laundry marker pens, which are currently available in the office, as a short-term solution. However, I would like to put to you a more permanent solution.

I have been in contact with a reputable label-making company called **Name Tags Matter Ltd**. They have offered us a bulk buy price of \$54 per 50 personalised labels, including delivery and a no-questions-asked guarantee of replacement or refund. This is by far the best quote we have found.

These labels are iron-on, and these can be applied to your son's clothing here at the Boarding School. It is a quick and easy job, so if you should wish, you may also opt to take the labels home and attach them yourself.

I believe that the benefits of this new solution would be to create a dramatic decrease in lost laundry as well as an increase in the efficiency of our laundry system. I hope that you will appreciate the sense of this suggestion and will support the Boarding School in making our systems more efficient. Hopefully it will have a positive effect on your costs too!

Should you have any query, Please contact our Senior Tutor, Mr. O. Lang, or Assistant Warden, Mr. K. Lau, at 27122702

Yours sincerely,


W Robertson
Warden

Reply Slip

My son, [] (Name) of Laundry Name [] *is / is
not at going to purchase [] (number) of labels. *Delete wherever inappropriate

Parents' Signature: _____

Parents' Name: _____