

香港警務處牌照課  
香港灣仔軍器廠街一號  
警察總部警政大樓十二樓



**Licensing Office**  
**Hong Kong Police Force**  
12/F., Arsenal House,  
Police Headquarters,  
1, Arsenal Street,  
Wan Chai, Hong Kong.

本處檔號 Our Ref. : (XX) in CP/LIC/SO/19/XXXXXX  
電話 Tel. No. :  
傳真 Fax No. :

Mr. XXX, CHAIRPERSON  
XXXXXXXXXX CLUB  
NO. XX, XXXXXXXX STREET,  
XXXXXXXXXX, HONG KONG

DD MM YYYY

Dear Sirs,

**XXXXXXXXXX CLUB**

I acknowledge receipt of your letter received on DD MM YYYY.

The contents have been duly noted and recorded.

Yours faithfully,

for ( )  
Commissioner of Police