

Formal Letter

NAME :

CLASS:

Rearrange the information below to form a formal letter.

English Language Society,
Sekolah Kebangsaan Tunas Cipta,
Jalan Pandan,
55100 Kuala Lumpur.

Tasty Chocolate Factory,
Jalan SS16/4,
47500 Subang Jaya,
Selangor.

Yours faithfully,
Rabiatul

Dear Sir,

5 May 2021

Permission to Visit Chocolate Factory

I hope to get a reply as soon as possible.

We, a group of twenty students and two teachers, would like to visit your factory on 10 July 2021 from 10:00 a.m. to 1:00 p.m.

As the Secretary of English Language Society of Sekolah Kebangsaan Tunas Cipta, I would like to ask permission to visit your chocolate factory.

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the right side, there is a vertical margin line, creating a narrow right margin. The paper appears to be from a notebook or a standard sheet of stationery. There is no handwriting or other markings on the page.