Formal Letter

Label the letter correctly.

Body Date Receiver's address Sender's name Sender's address Salutation Subject Signature Complimentary closure

Muhammad Ammar Zafran Bin Mohd Zaini,
39, Taman Semanggol Sentosa,
34400 Simpang Empat Semanggol,
Perak.

8 June 2021

Encik Muhammad Razif Bin Ruslan,
6 Robotics,
Sekolah Kebangsaan Dato' Alaudin Selinsing .

Dear Encik Muhammad Razif,

Permission to be Absent from Co-Curricular Activities

I am writing to inform you that my son, Muhammad Aidil Fahmi Bin Muhammad Ammar Zafran, will not be able to attend the co-curricular activities on Wednesday, 20th June. Fahmi will be attending his brother's graduation in Penang.

I hope you will excuse him.

Your sincerely,

Ammar

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Muhammad Ammar Zafran bin Mohd Zaini