O'level

Foundation

Week 30

The Write Tribe

SITUATIONAL WRITING: FORMAL LETTERS

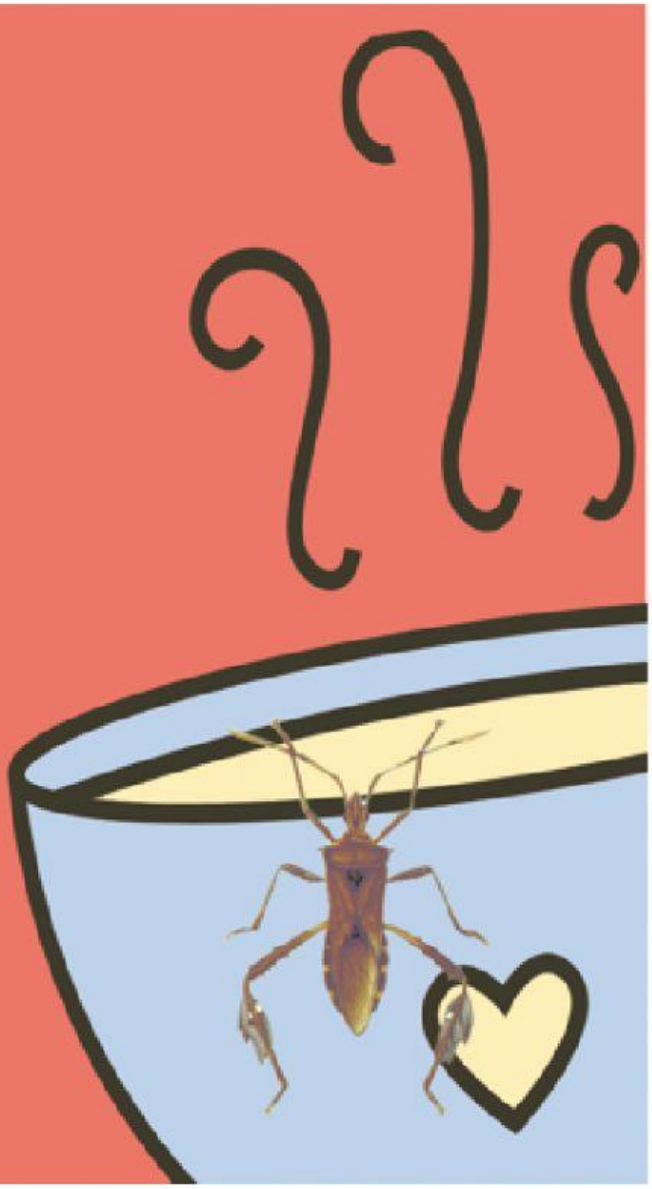
The Write Tribe

LIVEWORKSHEETS

MISO RESTAURANT
(WOODLANDS BRANCH)

20TH FEBRUARY 2021

AT 3.30PM, YOU WERE CELEBRATING YOUR BEST FRIEND GABRIEL'S BIRTHDAY. BOTH OF YOU DECIDED TO ORDER MUSHROOM SOUP. TO YOUR SHOCK, YOU DISCOVER A DEAD LIZARD IN GABRIEL'S BOWL. THE WAITER' WHO ATTENDED TO YOU WAS COLLIN NG. YOU COMPLAIN TO THE WAITER. HOWEVER, THE WAITER WAS RUDE. ANGRY, BOTH OF YOU LEFT THE RESTAURANT.



LIVEWORKSHEETS

Formal letter: Complaint

LIVEWORKSHEETS

Formal letter: Complaint

LIVEWORKSHEETS

Blk 321
Yio Chu Kang Ave 3
#05-324
S'pore 762321

17 March 2021

Mr. Elon Musk
C.E.O
Space Ex
31 Tesla St
S'pore 123267

Dear Mr. Elon Musk,

Re: Invitation Letter as Guest of Honor

On behalf of the school, we would like to invite you to our Annual Speech and Prize Giving Day to be held on May 15th in the school hall.
We are glad to cordially invite you to the Annual Day as Guest of Honor. It would also be a great source of inspiration for the students if you could deliver a short speech to our graduates. There are many qualifiers who need to be given certificates and prizes. We are also arranging a special dinner party for you after the ceremony. It would be an honor for us if you could attend and grace us with your presence. We are looking forward to having your company.

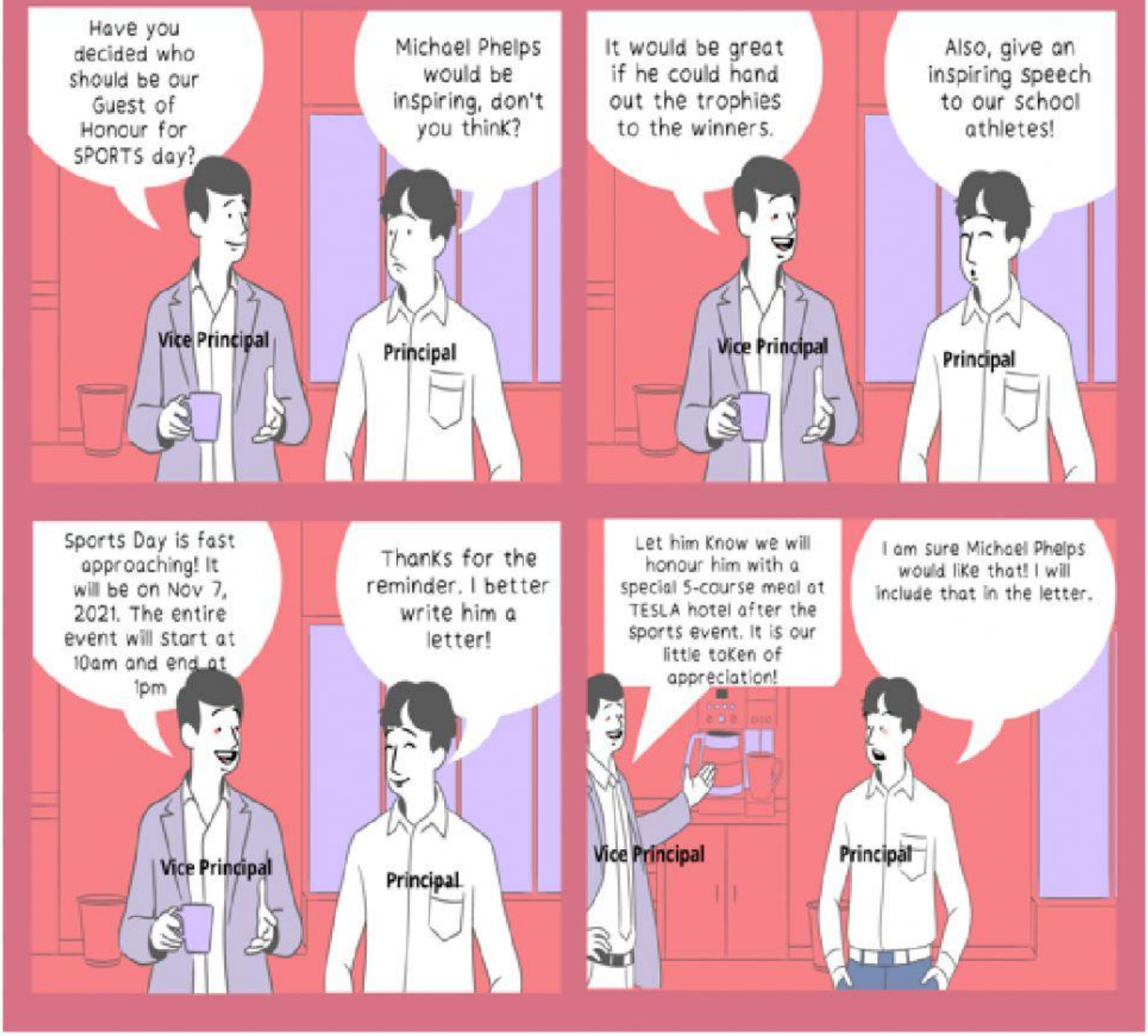
Thank you.

Yours sincerely,
Gabriel Koh

The Principal (Job Designation)
Chapman University Singapore

LIVEWORKSHEETS

FONG CHU PRIMARY



LIVEWORKSHEETS

Formal letter: Invitation

LIVEWORKSHEETS

Formal letter: Invitation

LIVEWORKSHEETS