FORMAL LETTER

Rearrange the information below to form a formal letter.

English Language Society
Sekolah Kebangsaan Bukit Kuari
86400 Batu Pahat,
Johor.

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

Permission to Visit Chocolate Factory

19th September 2021

We are a group of twenty students and two teachers, would like to visit your factory on 27th September 2021 from 10.00 a.m to 1.00 p.m.

Dear Sir,

I hope to get a reply as soon as possible.

Yours faithfully,
Syahmi

As the secretary of English Language Society of Sekolah Kebangsaan Bukit Kuari, i would like to ask permission to visit your chocolate factory.

LIVEWORKSHEETS