



Formal or Business Letter

Directions: Drag and drop the words to complete the parts of the formal letter:

Receiver - Date - , - : - Closing - Sender -
Signature - Body - Heading - Greeting

Villa 2, Street 1, Block 1
Al-Riqqa, Kuwait } _____ (The Address of the _____)

September 25__ 2020 } _____

Principal Siham Ayesb
Al-Resala Bilingual School
Block 1, Mahboula, Kuwait } Name and Address of the _____)

Dear Mrs. Siham__ } _____

Sincerely, } _____

Ali Salim } _____