

LS: 2.1.1(i)

TOPIC : FORMAT OF AN INFORMAL LETTER

The diagram illustrates the format of an informal letter with the following components and labels:

- Your address**: No. 212, Jalan Desa Damai 4, Taman Desa Damai, 43000 Kajang, Selangor Darul Ehsan.
- Date**: 27th March 20__
- Greeting**: Dear Amalina,
- Body**:
 - How are you doing? I am writing this letter to tell you about the cultural show that I went to last weekend. I have learned about the traditional attires of Malaysians.
 - Do you know that usually, a Malay woman wears *Baju Kurung*? Meanwhile, a Malay man wears *Baju Melayu*. Commonly, a Chinese woman wears *Cheongsam*. Then, the traditional attire of an Indian woman is *Sari* and the traditional attire of an Indian man is *Dhoti*. Lastly, an Iban woman wears *Ngepan* as her traditional attire while an Iban man wears *Baju Burung*. As a Chinese boy, my traditional attire is *Samfu*.
 - All in all, I had so much fun learning about new things. I hope you have fun reading my letter too.
- Signing off**: Till next time.
- Signature**: Your friend, *Soon Cheng*

B. Complete the format of the informal letter below.

No. 212, Jalan Desa Damai 4,
Taman Desa Damai,
43000 Kajang,
Selangor Darul Ehsan.

27th March 20__

Dear Amalina,

How are you doing? I am writing this letter to tell you about the cultural show that I went to last weekend. I have learned about the traditional attires of Malaysians.

All in all, I had so much fun learning about new things. I hope you have fun reading my letter too.

Till next time.

Your friend,
Soon Cheng