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Salutation

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Signature

Address

Introduction

Date

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14 January 2019

Dear Lisa,

How are you? I hope you and your family are in the best of health. The reason I am writing this letter is to tell you that I came across a letter in a youth magazine and I know it was written by Maria, your sister. She sounded very troubled and desperate.

Maria is an excellent student. She always gets good grades in her exams. Besides that, she is hardworking and obedient too. I know you being the eldest and now that your mother has passed away, you feel responsible for her. You must not be too strict with her. Allow her a little freedom.

Listening is the first step. You should take time to listen to her when she tries to tell you something. Once you know what her problems are, it will be easier for both of you to solve them. Furthermore, show her love and trust her.

As mentioned earlier, give her a little freedom. Let her talk to her friends. Set a limit on the time she spends with her friends or the time she talks to them on the phone. I know that she is sitting for her SPM but it shouldn't mean she cannot enjoy herself. Allow her some time to watch TV or to be on the internet.

I do hope that you will take my advice seriously, otherwise Maria can go into depression. Please let me know of the progress you have made with her. Send my regards to the family.

Yours sincerely
Camilla