

1 :

Jenson decided to write a letter of apology to Asyraf. Let's learn the format of an informal letter. Fill in the blanks with a correct answer.

body

address

sign off

date

salutation

No 78, Jalan U8/6,
Bukit Damansara,
52100 Kuala Lumpur.

26 February 20__

Dear Asyraf,

How are you? It has been weeks
since we talked to each other.

I am truly sorry for what happened
the other day. I hope you can forgive me.
I don't want to lose you as a friend over
a small matter like this. We should play
sepak takraw together this weekend.

Yours sincerely,
Jenson