

Formal letter: Seek Permission

Rearrange the information below to form a formal letter.

English Language Society,
Sekolah Kebangsaan Tunas Cipta,
Jalan Pandan,
55100 Kuala Lumpur.

Tasty Chocolate Factory,
Jalan Ssl6/4,
47500 Subang Jaya,
Selangor.

As the Secretary of English Language Society of Sekolah Kebangsaan Tunas Cipta, I would like to ask permission to visit your chocolate factory.

18th June 2021

Dear Sir,

Permission to Visit Chocolate Factory

We, a group of twenty students and two teachers, would like to visit your factory on 10th September 2021 from 10am to 1pm.

Yours faithfully,
Kamini
Kamini

I hope to hear from you soon. Thank you.