

Name:

Class:

Date:

**FORMAL LETTER**

Complete the letter using the correct sentences and phrases given. Drag and drop.

Hafiz Bin Tajuddin  
(1).....

.....

.....

8<sup>th</sup> July 2020

Mr. Zubir Bin Embong,  
6 Alfa,  
Sekolah Kebangsaan Taman Bunga.

Dear (2)..... ,

(3).....

I am writing (4)..... that my son, Zulfar Bin Hafiz, will not be able  
to attend the class on (5)..... . Zulfar

(6)..... We will be staying  
there for (7)..... .

(8).....

(9).....

*Hafiz*

(10).....

Thursday, 11<sup>th</sup> July

Yours sincerely,

Hafiz Bin Tajuddin

Mr Zubir,

Permission to be Absent from School

will be attending his sister's graduation in Perak.

2 days.

I hope you will excuse him.

to inform you

21, Jalan Merak,  
Taman Merak Kayangan,  
21400 Marang,  
Terengganu.