

Name:

Class:

Date:

FORMAL LETTER

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

Hafiz Bin Tajuddin

(1).....

.....

8th 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, 11th 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.