Imagine you are Loki's mother. You would like to seek permission for Loki to be absent from school for a week due to chickenpox. Write a formal letter to Loki's class teacher to inform and seek permission.

Sender's address

_____
_____
_____
_____

Date

_____

Receiver's address

_____
_____
_____
_____

Salutation

_____

Subject

_____

Body

_____
_____
_____
_____
_____
_____

Complementary closure

_____

Signature

.....

Sender's name

_____

LIVEWORKSHEETS