

**ENGLISH YEAR 6**  
**UNIT 9 : A HEART OF GOLD**  
**(Textbook: page 89)**

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**Task 1:**

Rearrange the information below to form a formal letter.

Then, copy the letter in your exercise book.

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

Tasty Chocolate Factory,  
Jalan SS16/4,  
47500 Subang Jaya,  
Selangor

Dear Sir,  
5<sup>th</sup> July, 2021

Yours faithfully,  
Kamini

Permission to Visit Chocolate Factory

I hope to get a reply from you as soon as possible.

We, a group of twenty students and two teachers, would like to visit your factory on 1<sup>st</sup> August, 2021 from 10.00 a.m. to 1.00 p.m.

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

Sender (pengirim)  
Sender's address  
(alamat pengirim)

Receiver (penerima)  
Receiver's address  
(alamat penerima)

Date (tarikh)

Salutation (kata sapa)

Subject (perkara)

Purpose (tujuan)

Key information  
(maklumat utama)

Closure (penutup)

Signature (Tandatangan)

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**Task 2:**

Complete the letter with correct information. Then, write the letter in cursive.

\_\_\_\_\_,

SK Sinar Suria,  
Jalan Pandan,  
55100 Kuala Lumpur.

The Manager,

\_\_\_\_\_, Old Folk Home,

Jalan SS17/5,  
47500 Subang Jaya,  
Selangor.

12<sup>th</sup> July, 2021

Dear Sir,

Permission to visit \_\_\_\_\_,

As the \_\_\_\_\_ of Class 6 Robotics of \_\_\_\_\_,  
I would like to ask your \_\_\_\_\_ to visit your premise.

We, a \_\_\_\_\_ of twenty pupils and four teachers, would like to visit you on 24<sup>th</sup> July, 2021 from \_\_\_\_\_ to \_\_\_\_\_. We plan to carry out a \_\_\_\_\_ during our visit. We would like to help your staffs clean the compound and \_\_\_\_\_ rooms. After the gotong royong, we hope we can spend time with \_\_\_\_\_.

I hope to get a favourable \_\_\_\_\_ from you as soon as possible.

\_\_\_\_\_,

Ahmad

Prepared by SirLah(SKRB)