



Formal Letters are written for official or business purposes.

Application, Enquiry, Suggestion, Complaint, Placing or Cancelling an order, Permission, Request, etc

Let's identify the parts of a formal letter. Type the suitable number in the boxes. First one is done for you.

1. Body of the letter
2. Subject
3. Greeting
4. Date
5. Sign off
6. Signature
7. Recipient's address
8. Sender's address
9. Sender's name

<div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">8</div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"></div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"></div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"></div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">2</div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">1</div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"></div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">6</div> <div style="border: 1px solid orange; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"></div>	<p>→ Philip Roy, 17 Pearl Street, 43000 Kajang, Selangor.</p> <p>→ 18 August 2017</p> <p>→ Mr Adam, Xendra Toys, IOI Mall, 43600 Puchong, Selangor.</p> <p>→ Dear Mr Adam,</p> <p>→ Defective Radio-controlled Racing Car</p> <p>I am writing to complain about the Radio-controlled Racing Car that I bought last week.</p> <p>2. The radio-controlled was functioning great on the first day that I had it. However, it stopped working the next day. In order to get it to work properly, I have read the manual to make sure I am following all the instructions correctly, and yet I can't get it to work out. I have also tried to replace the batteries, but it still didn't work properly afterward. I really don't know what is causing the problem.</p> <p>3. I would appreciate if you could contact me and let me know why my car doesn't work, and how I can get it repaired or replaced.</p> <p>→ Yours sincerely,</p> <p>→ Philip Roy</p> <p>→ Philip Roy</p>
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