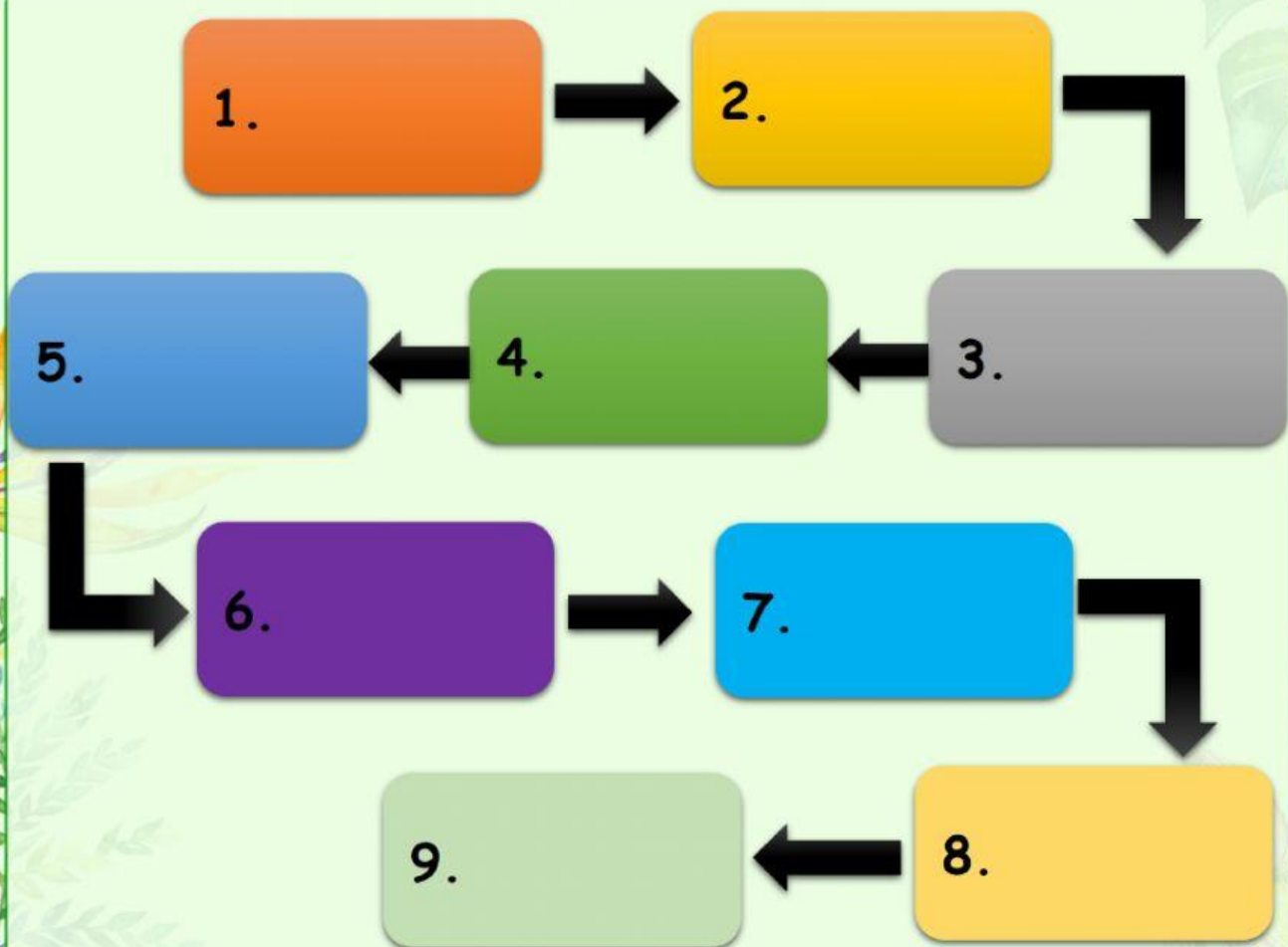


## Exercise 1

Drag the answer to the space provided.

### Steps to write Formal Letter



Signature

Date

Subject

Body

Salutation

Complementary  
closure

Sender's  
address

Sender's  
name

Receiver's  
address

## EXERCISE 2

**Rearrange the information below to form a formal letter.**

Gardenia Bread Factory,  
Jalan PP10/2,  
47100 Subang Jaya,  
Selangor.

English Language Society,  
Sekolah Rendah Islam Al-Ummah,  
Jalan Petra ,  
30020 Chemor.

Yours faithfully,

29<sup>th</sup> July 2021

We, a group of twenty-four students and three teachers would like to visit your factory on 5<sup>th</sup> August 2021 from 9.00 a.m. to 12.00 noon.

*Abgari*

Abqari bin Abu

As the secretary of English Language Society of Sekolah Rendah Islam Al-Ummah, I would like to ask permission to visit your bread factory.

Dear Sir,

### Permission to Visit Bread Factory

I hope to get a reply as soon as possible.

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.