



FORMAL LETTER

Label the format of the formal letter below correctly.

Complementary closure

Receiver's address

Sender's address

Date

Salutation

Signature

Sender's name

Body

Subject

Naim Bin Ahmad,
17, Taman Bukit Segar,
56100 Cheras,
Kuala Lumpur.

26th July 2021

Encik Hakimi Bin Razman,
6 Robotics,
Sekolah Kebangsaan Tunas Cipta.

Dear Encik Hakimi,

Permission to be Absent from Co-curricular Activities

I am writing to inform you that my son, Najmee Bin Naim, will not be able to attend the co-curricular activities on Wednesday, 28th July. Najmee will be attending his brother's graduation in Penang.
I hope you will excuse him.

Yours sincerely,

Naim

.....
(Naim Bin Ahmad)