

Rearrange the information below to form a formal letter.

formal language	teacher
structure and layout	to complaint

A formal letter is a letter written in _____ (1) with a specific _____ (2). We write formal letters to a _____ (3), a bank, a company or the local council. The reasons we write them are either to seek permission, _____ (4), or to apply for jobs.

Activity 2 – Fill in the blanks with parts of a formal letter.

- (1) _____ 208, Lorong Ketitir,
24700 Kemaman, Terengganu.
- (2) Date 30th June, 2020
- (3) Receiver's address Madam Azar binti Aziz,
SK Paya Rengas,
24700 Kemaman.
- (4) _____ Dear Madam,
- (5) Subject Absence from School
- (6) _____ I am writing to inform you that my son, Aziz bin Deraman is now sick. We went to the doctor to do a medical check-up yesterday. Unfortunately, he was diagnosed with fever. The doctor gave him 3 days off.
- (7) _____ Your sincerely,
- (8) Signature 
- (9) _____ Milah binti Ahmad.

Unit 9 Heart of Gold

Skill : Writing

Date : 27072021

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

Tasty Chocolate Factory,
Jalan SSI6/4,
47500 Subang Jaya,
Selangor

Dear Sir,

5th 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 1st 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)