

# Formal Letter Writing Exercise

Choose and write the correct answers in the space given.

ask	Monday	Sir	factory	until
twenty-four	visit	Permission	SK Bukit Puteri	teachers
come	reply	bus	Yours faithfully	would

English Language Society,  
SK Bukit Puteri,  
21000 Besut,  
Terengganu.

10 August 2021

The Manager,  
Delicious Bakery,  
21000 Besut,  
Terengganu.

Dear \_\_\_\_\_,

\_\_\_\_\_ to Visit Bakery

As the Secretary of English Language Society of \_\_\_\_\_, I  
\_\_\_\_\_ like to \_\_\_\_\_ permission to \_\_\_\_\_ your \_\_\_\_\_.

We wish to come on \_\_\_\_\_, 25 August 2021 at 10.00 a.m. We  
wish to be there from 10.00 a.m \_\_\_\_\_ 2.00 p.m. There will be  
\_\_\_\_\_ pupils and two \_\_\_\_\_, Miss Amirah and Mr  
Zafran. We will \_\_\_\_\_ by our school \_\_\_\_\_.

I hope to get a \_\_\_\_\_ as soon as possible.

\_\_\_\_\_,  
Suraya Mansor

