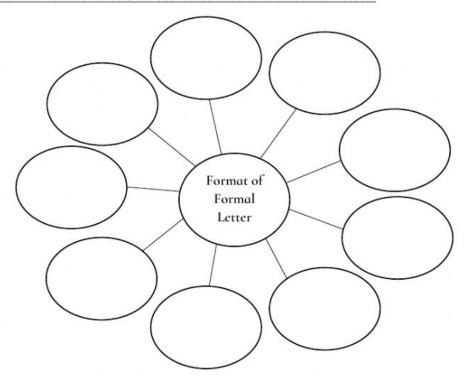
Watch and learn.



List down the information need to be insert in a formal letter.





Label the parts of the formal letter below.

r		1
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Philip Roy,	I
7	17 Pearl Street,	I
I	43000 Kajang,	I
1	Selangor.	1
→ ₁	18 August 2017	1 1 1
	Mr Adam,	i
→	Xendra Toys, IOI Mall,	i
	43600 Puchong,	i
i	Selangor.	ì
		i
→	Dear Mr Adam,	ī
		ì
)	Defective Radio-controlled Racing Car	ı
1		ı
	I am writing to complain about the Radio-controlled Racing Car that I	ı
(1	bought last week.	1
1		I
1	2. The radio-controlled was functioning great on the first day that I	1
	had it. However, it stopped working the next day. In order to get it to	ı
<i>Ι</i> .	work properly, I have read the manual to make sure I am following all	I
) 1	the instructions correctly, and yet I can't get it to work out. I have	I
1	also tried to replace the batteries, but it still didn't work properly	1
1	afterward. I really don't know what is causing the problem.	I
1		I
Ų	3. I would appreciate if you could contact me and let me know why	1
	my car doesn't work, and how I can get it repaired or replaced.	1
→	Yours sincerely,	1
> ¹	Philip Roy	1
→	Philip Roy	1
1		-

Rearrange the information below to form a formal letter. Then, copy the letter in your exercise book.

English Languag SK Sibu Jaya,	Tasty Chocolate Factory, Jalan 5516/4,		Permission to visit Chocolate Factory		
Jalan Pandan, 96000 Sibu.		94300 Kota Samarahan, Kuching.		Yours faithfully,	Dear Sir,
I hope to get a re	12th August 2021	Kamini			
We, a group of tv 2021 from 10:00 c		nts and two teachers, would like	e to vi	sit your factory on 1st	August,
		anguage Society of Sekolah K chocolate factory.	ebangs	saan Sibu Jaya, I woul	d like to ask
Kamini					

