

**UNIT 9: A HEART OF GOLD**  
**READING: MAKING CUPCAKES**

Exercise 1: Label correctly the layout of the formal letter below.

Signature

Salutation

Subject

Date

Body

Sender's  
address

Complimentary  
closure

Receiver's  
address

Sender's  
name

Mrs. Caroline Anak James  
No. 7, 5<sup>th</sup> Avenue,  
Taman Akasia,  
95000 Sandakan,  
Sabah.

16<sup>th</sup> August 2021

Puan Rahimah Razali,  
6 Ceria,  
Sekolah Kebangsaan Taman Akasia.

Dear Puan Rahimah,

Permission to be absent from school

I am writing to inform you that my daughter, Adeline Anak John, will not be able to attend to school for two day, on 18<sup>th</sup> and 19<sup>th</sup> August 2021. Our family will be attending her sister's wedding in Sarawak. I hope you will excuse her.

Yours sincerely,

*Caroline*

Caroline Anak James