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, 5th Avenue,
Taman Akasia,
95000 Sandakan,
Sabah.

16th 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 18th and 19th 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

LIVEWORKSHEETS