

**UNIT 9: A HEART OF GOLD**  
**WRITING: FORMAL LETTER**

**Instruction: Rearrange the information below to form a formal letter.**

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

Tasty Chocolate Factory,  
Jalan SS16/4,  
47500 Subang Jaya,  
Selangor.

Permission to Visit Chocolate Factory

We, a group of twenty students and two teachers, would like to visit your factory on 10 July 2021 from 10:00 a.m. to 1:00 p.m.

5 May 2021

Yours faithfully,  
Kamini

Dear Sir,

As the Secretary of English Language Society of Sekolah Kebangsaan Tunas Cipta, I would like to ask permission to visit your chocolate factory.

I hope to get a reply as soon as possible.

