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.

LIVEWORKSHEETS

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