

Writing a Formal letter

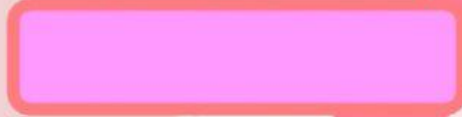


Name



&

Name



Instruction :

The Counselling Club is planning to visit Setia Kasih, the home for the elderly. As the secretary of Counselling Club, write a letter to request permission from the officer in charge to visit the home. Some of the information have been provided for you.

[Redacted]
Sekolah Kebangsaan Delima,
46300 Kepong,
Selangor.

6th September 2021

Setia Kasih Elderly Home,
Jalan Emas,
50200 Kuala Lumpur.

[Redacted]
Permission to Visit Setia Kasih

[Redacted]
signature
[Redacted]