Eng 201 formal letter to write a reply

Done by : Robina mushtaq

**Organise the layout of a formal letter and write the letter below:**

| | |
|---|---|
| Paragraph 1- introduction-To write a reply | |
| Receiver's Address right side | |
| Paragraph 3:experience as a learner | |
| Your address-right side the date | |
| Greeting Dear+ Mr.Mrs.Ms. | |
| Paragraph 2:ask 4 questions about your visit(travel information+ accommodation arrangements+ transportation +expenses | |
| Formal ending Sincerely ,faithfully | |
| Your signature Write your name clearly | |

I have received your letter dated ..... in which you kindly invited me to

..... .....I thank you for the .....However I have some questions that I would be grateful if you can answer regarding my visit .

First, I would like to know about

.....

.....

.....Se cond,I would like to inquire whether

.....

.....

.....Furtherm ore, It would be great if you can tell me about

.....

.....

.....

Thank you again for ..... I look forward to your response.

Yours Sincerely,

Signature

.....CEO ,Education Unlimited

LIVEWORKSHEETS