

## A formal letter

A formal letter is a letter written in formal language with a specific structure and layout. We write formal letters to a teacher, a bank, a company or the local council. We write formal letters to seek permission, to complain or to apply for jobs.

Najmee was absent from school. His father wrote a letter to Encik Hakimi.



### Let's write.

- Imagine you are Asin's mother. You would like to seek permission for Asin to be **absent for 2 days from school**. The reason for the absent is **to celebrate an uncle's wedding ceremony in Sandakan**.
- Using the sample given, write a letter to Asin's class teacher by completing the letter.

Aslin bin Ahmad

17, Taman Bukit Segar,  
8908 Telipok,  
Tuaran.

---

Class Teacher,  
6 Sapphire,  
Sekolah Kebangsaan Pekan Telipok.

Dear \_\_\_\_\_,

Permission to be \_\_\_\_\_

I am writing to inform you that my son, \_\_\_\_\_,  
will not be able to \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_

Aslin will be \_\_\_\_\_ in \_\_\_\_\_

I hope you will excuse him.

Yours \_\_\_\_\_,

.....  
.....