**Click and choose the right answer for each question.**

1. Which greeting is best for an informal letter to a friend?

   a) Dear Sir
   b) Hi Siti
   c) To whom it may concern

2. Which closing is appropriate for a friendly letter?

   a) Yours faithfully
   b) Respectfully
   c) Your friend

3. Which sentence is suitable for the body of an informal letter?

   a) I am writing to request information about your company
   b) I hope you are well. I went to the park yesterday
   c) I would like to make a formal complaint

4. What should you NOT include in an informal letter?

   a) Slang or informal words
   b) Friendly questions
   c) Personal experiences

5. Where does the writer's name go in an informal letter?

   a) At the top of the letter
   b) After the closing at the bottom
   c) In the middle of the body

6. Which of the following is a correct informal closing?

   a) Yours sincerely
   b) See you soon
   c) Respectfully yours

7. Which of the following sentences is the best to start an informal letter?

   a) How are you? I hope you are having a good day.
   b) I am writing to inform you...
   c) This is to notify you that...

8. Which of these is a suitable topic for an informal letter?

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a) Writing to a principal to request a library day
b) Writing to a company to ask for a refund
c) Writing to your best friend about your weekend

9. Which of the following is an example of a formal letter?

a) A letter to you best friend
b) A letter to your principal requesting leave
c) A letter to your cousin

10. Which of the following is an example of an informal letter?

a) A complaint letter to a company
b) A letter to the mayor
c) A letter to your grandmother

11. What is the correct greeting in a formal letter?

a) Hi buddy!
b) Dear Sir/Madam
c) Hello dear!

12. What is the correct greeting in an informal letter?

a) Dear Sir,
b) To whom it may concern
c) Dear Siti

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