

Exercise : Rearrange the information below to form a formal letter.

Tasty Chocolate Factory,
Jalan SS16/4,
47500 Subang Jaya,
Selangor.

English Language Society,
Sekolah Kebangsaan Taman Seri Gombak 2,
Jalan Seri Gombak,
68100 Selangor.

23 June 2021

Dear Sir,

Yours faithfully,
Ali
Ali bin Abu

Permission to Visit Chocolate Factory

3. I hope to get a reply as soon as possible. Thank you for your kind attention.

As the Secretary of English Language Society of Sekolah Kebangsaan Taman Seri Gombak 2, I, Ali bin Abu would like to ask permission to visit your chocolate factory.

2. We, a group of twenty students and two teachers, would like to visit your factory on 17 July 2021 from 10.00 a.m. to 1.00 p.m. For your information, we will travel there by bus.

The purpose of the visit is to observe the process of chocolate making.

Blank area for writing the formal letter, containing several horizontal lines for text entry.