

Name:

Class:

Date:

FORMAL LETTER

Complete the letter using the correct sentences and phrases given. Drag and drop.

Hafiz Bin Tajuddin
(1).....

.....

.....

8th July 2020

Mr. Zubir Bin Embong,
6 Alfa,
Sekolah Kebangsaan Taman Bunga.

Dear (2)..... ,

(3).....

I am writing (4)..... that my son, Zulfar Bin Hafiz, will not be able
to attend the class on (5)..... . Zulfar

(6)..... We will be staying
there for (7)..... .

(8).....

(9).....

Hafiz

(10).....

Thursday, 11th July

Yours sincerely,

Hafiz Bin Tajuddin

Mr Zubir,

Permission to be Absent from School

will be attending his sister's graduation in Perak.

2 days.

I hope you will excuse him.

to inform you

21, Jalan Merak,
Taman Merak Kayangan,
21400 Marang,
Terengganu.