

# Formal Letter

NAME :

CLASS:

Rearrange the information below to form a formal letter.

English Language Society,  
Sekolah Kebangsaan Tunas Cipta,  
Jalan Pandan,  
55100 Kuala Lumpur.

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

Yours faithfully,  
Rabiatul

Dear Sir, 5 May 2021

Permission to Visit Chocolate Factory

I hope to get a reply as soon as possible.

We, a group of twenty students and two teachers, would like to visit your factory  
on 10 July 2021 from 10:00 a.m. to 1:00 p.m.

As the Secretary of English Language Society of Sekolah Kebangsaan Tunas Cipta, I  
would like to ask permission to visit your chocolate factory.