

# Formal Letter

NAME :

CLASS:

Label the letter correctly.

Body

Date

Receiver's  
address

Sender's  
name

Sender's  
address

Salutation

Subject

Signature

Complimentary  
closure

Muhammad Ammar Zafran Bin Mohd Zaini,  
39, Taman Semanggol Sentosa,  
34400 Simpang Empat Semanggol,  
Perak.

8 June 2021

Encik Muhammad Razif Bin Ruslan,  
6 Robotics,  
Sekolah Kebangsaan Dato' Alaudin Selinsing .

Dear Encik Muhammad Razif,

Permission to be Absent from Co-Curricular Activities

I am writing to inform you that my son, Muhammad Aidil Fahmi Bin Muhammad Ammar Zafran, will not be able to attend the co-curricular activities on Wednesday, 20<sup>th</sup> June. Fahmi will be attending his brother's graduation in Penang.

I hope you will excuse him.

Your sincerely,

*Ammar*

.....  
Muhammad Ammar Zafran bin Mohd Zaini