FORMAL LETTER

Rearrange the information below to form a formal letter.

The Manager,
Twinkle Paper Factory,
123, Jalan Tasik,
41500 Shah Alam,
Selangor.

The English Language Society,
SK Damai,
Jalan Megah,
55100 Kuala Lumpur.

Yours faithfully,
Emily
(Emily Chan)
Secretary

The details of our visit are as follows:
Date: 15 August 2018 (Saturday)
Time: 9 a.m. to 11 a.m.
Number of pupils: 30
Number of teachers: 2

Permission to visit Twinkle Paper Factory

The purpose of our visit is to learn and understand the process of making paper.

The English Language Society of SK Damai, Kuala Lumpur, would like to visit your factory.

We hope to get a reply as soon as possible.

1 March 2018

Dear Sir,

Sender's address →

Date →

Receiver's address →

Salutation →

Subject →

Body

Complementary closure, signature and sender's name →

LIVEWORKSHEETS