Exercise 1

Drag the answer to the space provided.

Steps to write Formal Letter

1.
2.
3.
4.
5.
6.
7.
8.
9.

Signature	Date	Subject	Body	Salutation
Complementary closure	Sender's address	Sender's name	Receiver's address	

LIVEWORKSHEETS

EXERCISE 2

Rearrange the information below to form a formal letter.

Gardenia Bread Factory, Jalan PP10/2, 47100 Subang Jaya, Selangor.	English Language Society, Sekolah Rendah Islam Al-Ummah, Jalan Petra , 30020 Chemor.	Yours faithfully, 29th July 2021
We, a group of twenty-four students and three teachers would like to visit your factory on 5th August 2021 from 9.00 a.m. to 12.00 noon.		*Abqari* Abqari bin Abu
As the secretary of English Language Society of Sekolah Rendah Islam Al-Ummah, I would like to ask permission to visit your bread factory.		Dear Sir,
Permission to Visit Bread Factory	I hope to get a reply as soon as possible.	

LIVEWORKSHEETS