Rearrange the information below to form a formal letter.

formal language	teacher
structure and layout	to complaint

A formal letter is a letter written in _____(1) with a specific _____(2). We write formal letters to a _____(3), a bank, a company or the local council. The reasons we write them are either to seek permission, _____(4), or to apply for jobs.

Activity 2 – Fill in the blanks with parts of a formal letter.

(1)_____	208, Lorong Ketitir, 24700 Kemaman, Terengganu.
(2) Date	30th June, 2020
(3) Receiver's address	Madam Azar binti Aziz, SK Paya Rengas, 24700 Kemaman.
(4) _____	Dear Madam,
(5) Subject	Absence from School
(6) _____	I am writing to inform you that my son, Aziz bin Deraman is now sick. We went to the doctor to do a medical check-up yesterday. Unfortunately, he was diagnosed with fever. The doctor gave him 3 days off.
(7) _____	Your sincerely,
(8) Signature	
(9) _____	Milah binti Ahmad.

LIVEWORKSHEETS

Unit 9 Heart of Gold
Skill : Writing
Date : 27072021

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

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

Dear Sir,

5th July, 2021

Yours faithfully,
Kamini

Permission to Visit Chocolate Factory

I hope to get a reply from you as soon as possible.

We, a group of twenty students and two teachers, would like to visit your factory on 1st August, 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 your permission to visit your chocolate factory.

Sender (pengirim) Sender's address (alamat pengirim)	
Receiver (penerima) Receiver's address (alamat penerima)	
Date (tarikh)	
Salutation (kata sapa)	
Subject (perkara)	
Purpose (tujuan)	
Key information (maklumat utama)	
Closure (penutup)	
Signature (Tandatangan)	

LIVEWORKSHEETS