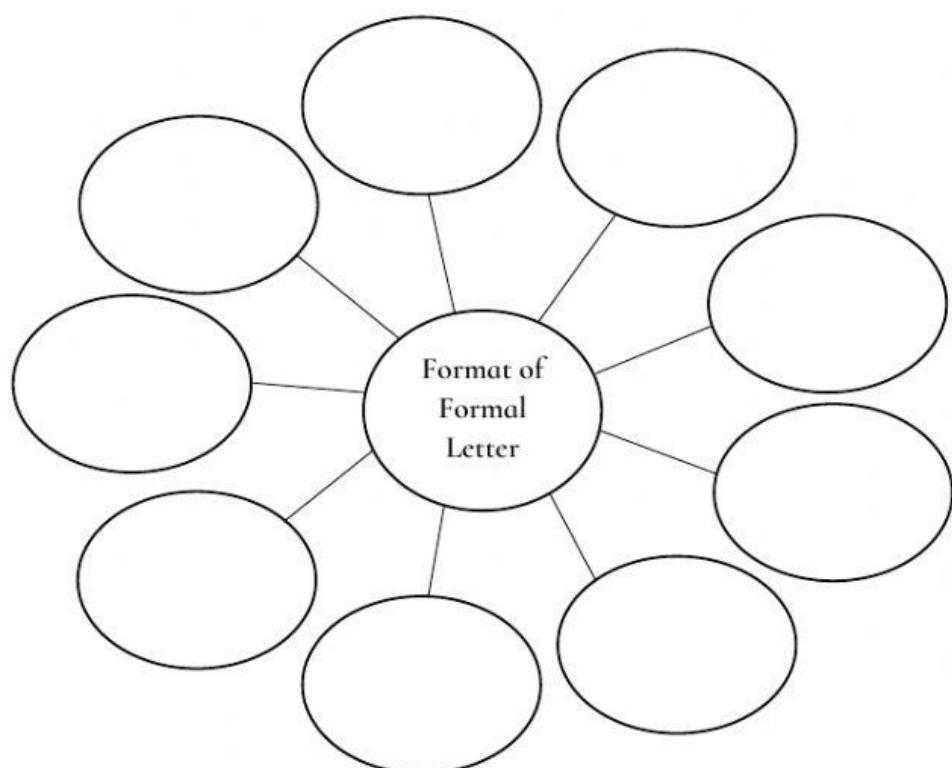


Watch and learn.



List down the information need to be insert in a formal letter.



Label the parts of the formal letter below.

Philip Roy,
→ 17 Pearl Street,
43000 Kajang,
Selangor.

→ 18 August 2017

Mr Adam,
→ Xendra Toys, IOI Mall,
43600 Puchong,
Selangor.

→ Dear Mr Adam,

→ Defective Radio-controlled Racing Car

I am writing to complain about the Radio-controlled Racing Car that I bought last week.

2. The radio-controlled was functioning great on the first day that I had it. However, it stopped working the next day. In order to get it to work properly, I have read the manual to make sure I am following all the instructions correctly, and yet I can't get it to work out. I have also tried to replace the batteries, but it still didn't work properly afterward. I really don't know what is causing the problem.

3. I would appreciate if you could contact me and let me know why my car doesn't work, and how I can get it repaired or replaced.

→ Yours sincerely,
→ Philip Roy
→ Philip Roy

Rearrange the information below to form a formal letter. Then, copy the letter in your exercise book.

English Language Society,
SK Sibu Jaya,
Jalan Pandan,
96000 Sibu.

Tasty Chocolate Factory,
Jalan 5516/4,
94300 Kota Samarahan,
Kuching.

Permission to visit Chocolate Factory

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

Yours faithfully,

Dear Sir,

12th August 2021

Kamini

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 Sibu Jaya, I would like to ask your permission to visit your chocolate factory.

Kamini
