



Writing a Formal Letter

Meaning of Formal Letter

A Formal letter is a letter written in formal language with a specific structure and layout.

We write formal letters to a teacher, a bank, a company or the local council.

We write formal letters to seek permission, to complain or to apply for a job.

QUESTION 1 :

a. What is a formal letter?

b. To whom do you write a formal letter?

i. to the teacher

ii.

b. Why do you write a formal letter?

i.

ii.

iii.

There are few steps needs to follow to write a **formal letter**. These steps are as follows:

No	Item	Explanation
1	Sender's address	▪ Firstly, you need to write down the sender's address.
2	Date	▪ Second, write down the date when you wrote the letter.
3	Recipient's address	▪ Write down the receiver's address. ▪ Write the address to whom the letter you want to sent.
4	Salutation	▪ Example of salutation: Dear Encik Hakimi, Dear Sir/Madam/Mr/Mrs.
5.	Subject	▪ The title/purpose you wrote the letter.
6.	Body	○ Point out all the reasons you are writing. ○ In the end of paragraph, must write a closing statement.
7.	Complementary closure	○ Usually, ends with a 'Sincerely yours', 'Best regards' and etc.
8.	Signature	○ Sender's signs down complementary closure.
9.	Sender's name	○ Below the sender's signature, must write the writer's name

QUESTION 1 : Drag the correct answers.

Sender's address	Salutation	Subject	Complementary closure	Sender's name
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(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.