

Name:

Date:

FORMAL LETTER

Instructions:

Drag and drop the phrases in the correct boxes.

Salutation

Date

Complementary
closure

Subject

Signature

Sender's address

Receiver's
address

Sender's name

Body

→ Naim bin Ahmad,
17, Taman Bukit Segar,
56100 Cheras,
Kuala Lumpur.

→ 8 June 20__

→ Encik Hakimi bin Razman,
6 Robotics,
Sekolah Kebangsaan Tunas Cipta.

→ Dear Encik Hakimi,

→ Permission to be Absent from Co-curricular Activities

→ I am writing to inform you that my son, Najmee
bin Naim, will not be able to attend the co-curricular
activities on Wednesday, 20th June. Najmee will be
attending his brother's graduation in Penang.
I hope you will excuse him.

→ Yours sincerely,

→ 

→ Naim bin Ahmad