

Writing a Formal letter

Name

Name

&

Instruction :

The Counselling Club is planning to visit Setia Kasih, the home for the elderly. As the secretary of Counselling Club, write a letter to request permission from the officer in charge to visit the home. Some of the information have been provided for you.

Sekolah Kebangsaan Delima,
46300 Kepong,
Selangor.

6th September 2021

Setia Kasih Elderly Home,
Jalan Emas,
50200 Kuala Lumpur.

Permission to Visit Setia Kasih

signature