

A 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 jobs.

Najmee was absent from school. His father wrote a letter to Enik Hakimi.

Sender's address → Naim bin Ahmad,
17, Taman Bukit Segar,
56100 Cheras,
Kuala Lumpur.

Date → 8 June 20__

Receiver's address → Encik Hakimi bin Razman,
6 Robotics,
Sekolah Kebangsaan Tunas Cipta.

Salutation → Dear Encik Hakimi,

Subject → Permission to be Absent from Co-curricular Activities

Body → 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.

Complementary closure → Yours sincerely,

Signature →

Sender's name → Naim bin Ahmad

If you use a name such as Enik Hakimi, close with 'Yours sincerely'. For an unknown recipient, use 'Dear Sir or Madam' and close with 'Yours faithfully'.

Let's write.

- Imagine you are Asin's mother. You would like to seek permission for Asin to be **absent for 2 days from school**. The reason for the absent is **to celebrate an uncle's wedding ceremony in Sandakan**.
- Using the sample given, write a letter to Asin's class teacher by completing the letter.

Asin bin Ahmad

17, Taman Bukit Segar,

8908 Telipok,

Tuaran.

Class Teacher,

6 Sapphire,

Sekolah Kebangsaan Pekan Telipok.

Dear _____,

Permission to be _____

I am writing to inform you that my son, _____,
will not be able to _____ from _____
to _____

Asin will be _____ in _____

I hope you will excuse him.

Yours _____,
