

Formal Letter

English Language Society, Sekolah Kebangsaan Tunas Cipta, Jalan Pandan, 55100 Kuala Lumpur.	Tasty Chocolate Factory, Jalan SS16/4, 47500 Subang Jaya, Selangor.	
Permission to Visit Chocolate Factory		
We, a group of twenty students and two teachers, would like to visit your factory on 10 July 20_ from 10:00 a.m. to 1:00 p.m.		
5 May 20_	Yours faithfully, Kamini	Dear Sir,
As the Secretary of English Language Society of Sekolah Kebangsaan Tunas Cipta, I would like to ask permission to visit your chocolate factory.		
I hope to get a reply as soon as possible.		

- **Read the information above.**
- **Rearrange it in the form of a formal letter below.**

