

Create an outline.....

6 Robotics plans to visit Setia Kasih, the home for the elderly. There will be thirty students with 3 teachers accompanying who wants to join the visit. From the discussion, they have chosen 4th November 2021 as the best date around 10am – 12pm. They have contacted the officer in charge named Puan Fatimah and will write a formal letter to her.

Complete the outline below to prepare the formal letter.

Formal Letter

Purpose of the visit

Date and time of the visit

Number of teachers

Number of pupils

Officer in charge