



Formal or Business Letter

Directions: Drag and drop the words to complete the parts of the formal letter:

Receiver - Date - , - : - Closing - Sender -
Signature - Body - Heading - Greeting

Villa 2, Street 1, Block 1 } _____ (The Address of the _____)
Al-Riqqa, Kuwait

September 25____ 2020 } _____

Principal Siham Ayesh }
Al-Resala Bilingual School } Name and Address of the _____
Block 1, Mahboula, Kuwait

Dear Mrs. Siham____ } _____

Sincerely, } _____

Ali Salim } _____