

LS: 2.1.1(i)

TOPIC : FORMAT OF AN INFORMAL LETTER

The diagram shows an informal letter with several parts highlighted by colored boxes and labels:

- Your address** (blue box): No. 212, Jalan Desa Damai 4, Taman Desa Damai, 43000 Kajang, Selangor Darul Ehsan.
- Date** (purple box): 27th March 20__
- Greeting** (red box): Dear Amalina,
- Signing off** (green box): Till next time..
- Signature** (orange box): Your friend, *Soon Cheng*

The main body of the letter contains the following text:

How are you doing? I am writing this letter to tell you about the cultural show that I went to last weekend. I have learned about the traditional attires of Malaysians.

Do you know that usually, a Malay woman wears *Baju Kurung*? Meanwhile, a Malay man wears *Baju Melayu*. Commonly, a Chinese woman wears *Cheongsam*. Then, the traditional attire of an Indian woman is *Sari* and the traditional attire of an Indian man is *Dhoti*. Lastly, an Iban woman wears *Ngepan* as her traditional attire while an Iban man wears *Baju Burung*. As a Chinese boy, my traditional attire is *Samfu*.

All in all, I had so much fun learning about new things. I hope you have fun reading my letter too.

B. Complete the format of the informal letter below.

No. 212, Jalan Desa Damai 4,
Taman Desa Damai,
43000 Kajang,
Selangor Darul Ehsan.

27th March 20__

Dear Amalina,

How are you doing? I am writing this letter to tell you about the cultural show that I went to last weekend. I have learned about the traditional attires of Malaysians.

All in all, I had so much fun learning about new things. I hope you have fun reading my letter too.

Till next time.

Your friend,
Soon Cheng