## EXERCISE 2

**Rearrange the information below to form a formal letter.**

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|---|---|---|
| Gardenia Bread Factory,<br>Jalan PP10/2,<br>47100 Subang Jaya,<br>Selangor. | English Language Society,<br>Sekolah Rendah Islam Al-Ummah,<br>Jalan Petra ,<br>30020 Chemor. | Yours faithfully,<br><br>29th July 2021 |
| We, a group of twenty-four students and three teachers would like to visit your factory on 5th August 2021 from 9.00 a.m. to 12.00 noon. | | *Abqari*<br>Abqari bin Abu |
| As the secretary of English Language Society of Sekolah Rendah Islam Al-Ummah, I would like to ask permission to visit your bread factory. | | Dear Sir, |
| Permission to Visit Bread Factory | I hope to get a reply as soon as possible. | |

LIVEWORKSHEETS

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