

LETTER WRITING – FORMAT

Write a letter to the manager of a factory, asking permission for a party to visit the factory.

Examination Hall,
City: ABC.
December 24, 2022.

FROM

SPACE FOR
PRESENTATION

The Manager,
DEF Textile Industries Private Limited,
City: ABC.

TO

Subject: Request for Permission of Visit to the Factory

SUBJECT SHOULD BE
UNDERLINED

CAPITAL LETTERS TO MAKE YOUR TEXT

ATTRACTIVE

NO FULL STOP

Sir,

PARAGRAPH # 1

PARAGRAPH # 2

PARAGRAPH # 3

ENDING LINES

NO APOSTROPHE

Yours truly,
XYZ.

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