

Name _____ Date _____ Per. _____

Parts of a Business Letter

Directions: Use the list of word choices to answer the following questions.

salutation	date	complimentary closing
signature	inside address	return address
carbon copy	enclosure notation	body
reference initials		

1. _____ is the place for the writer to handwrite their name.
2. The recipients name, company name, and address are called the _____.
3. The purpose of the letter is included in the _____.
4. Yours truly, is an example of a _____.
5. The _____ is when the letter is written.
6. The _____ is the address of the letter writer.
7. Dear Mr. Johnson is a _____.
8. The letters identifying the person typing the document is called the _____.
9. A duplicate of the document sent to another person is a _____.
10. When sending an additional item with the letter , an _____ notation is made.