

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.