

PARTS OF A BUSINESS LETTER WORKSHEET

1. The recipients name, company name, and address are called the _____.
2. The purpose of the letter is included in the _____.
3. Yours truly, is an example of a _____.
4. The last line in a business letter is the _____.
5. The _____ is when the letter is written.
6. The _____ is the address of the letter writer.
7. Dear Mr. Johnson is a _____.
8. If multiple enclosures are referred to in the letter, follow the word "Enclosures" _____ and list each enclosure.
9. A _____ indicates that a copy of a letter is being sent to someone other than the addressee.