



Business Letter Parts

Name: _____

Date: _____

Cut and paste the labels to the correct business letter part definitions!

Includes the sender's name, title, company, address, phone number, and email.	
Contains the recipient's name, title, company, and address.	
Briefly states the purpose of the letter.	
A polite greeting to the recipient.	
Introduces the purpose of the letter.	
Provides details, explanations, and supporting information.	
Encourages the recipient to take specific action.	
A polite way to end the letter.	
The sender's name, job title, and (if printed) handwritten signature.	
Indicates additional documents included with the letter (optional).	

Body	Call to Action	Signature	Subject Line	Heading
Salutation	Enclosure	Recipient Information	Closing	Introduction