

# parts of a Business Letter

1



Kathryn Hatch  
930 South 500 East  
Heber City, UT 84032  
(435) 654-0640

1. \_\_\_\_\_

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September 8, 2006

2. \_\_\_\_\_

(quadruple space – enter 2 times)

3. \_\_\_\_\_

2

Jeanne Spinney, Manager  
Kate Spade Store  
454 Broome Street  
New York, NY 10013

4. \_\_\_\_\_

3

Dear Ms. Spinney (open punctuation)

5. \_\_\_\_\_

Last week when I was visiting New York City, I noticed that you had the new La Jolla line of bags displayed in your window. You had already closed for the day, so I was not able to see more of the collection.

6. \_\_\_\_\_

4

I am interested in three handbags that Kate Spade has designed. Enclosed are pictures of the bags I would like. I believe the names of the bags are Georgetown, La Jolla, and the Nylon Sam. Do you have them in stock, and can I order them via the phone or internet?

7. \_\_\_\_\_

I am looking forward to hearing from you and hopefully adding these handbags to my collection.

Open Punctuation:

5

Sincerely (open punctuation)

Mixed Punctuation:

(quadruple space – enter 2 times)

Block Letter Style:

6

Kathryn Hatch

Modified Block Letter Style:

7

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