

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 handwritten 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.