

## **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.