

Name: _____ Date: _____

Parts of a Business Letter

Directions: Select a term from the box to complete each statement below.

date	complimentary closing
body	inside address
signature	return address
salutation	writer's printed name

1. The _____ is the place for the writer to
handwrite his name.
2. The recipient's name, company name, and address are included in the
_____.
3. The purpose of the letter is stated in the _____.
4. "Yours sincerely", is an example of a _____.
5. The last line in a business letter is the _____.
6. The _____ is when the letter is written.
7. The _____ is the address of the letter writer.
8. Dear Mr. Johnson is a _____.