

# BUSINESS LETTER FORMAT

**Instructions: Name each part of the Business Letter numbered 1 to 6. If a part had two names, put BOTH names in the box provided.**

**1.**  { P. O. Box N-124  
Nassau, Bahamas  
22<sup>nd</sup> September 2021

Mr. John Rolle  
Manager  
Outback Steakhouse  
P.O. Box N- 457  
Nassau, Bahamas } **2.**

Dear Mr. Rolle: → **3.**

I am writing to -----  
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-----  
**4.**  }  
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**5.**  ← Sincerely,  
**6.**  ← Jim Dean