

Business Letters & Envelopes

Identify the parts of the Business Letter

Body (text)

Closing

Date line

Enclosures

Name & Job Title of Recipient

Name & Job Title of Sender

Recipient's address

Salutation

Sender's address

Signature

Diagram illustrating the parts of a business letter layout:

- 1: Large rectangular box at the top (Header).
- 2: Small rectangular box below 1 (Left margin).
- 3: Small rectangular box below 2 (Left margin).
- 4: Small rectangular box below 3 (Left margin).
- 5: Small rectangular box below 4 (Left margin).
- 6: Large rectangular box in the center (Body text).
- 7: Small rectangular box below 6 (Closing).
- 8: Handwritten signature (Signature).
- 9: Small rectangular box below 8 (Sender's address).
- 10: Small rectangular box below 9 (Sender's address).

Identify the parts of an Envelope

Diagram illustrating the parts of an envelope layout:

- 1: Small rectangular box at the top left (Return address).
- 2: Small rectangular box below 1 (Return address).
- 3: Small rectangular box at the bottom left (Address).
- 4: Small rectangular box below 3 (Address).
- 5: Small rectangular box at the top right (Postage stamp).

Name & Job Title of Recipient

Name & Job Title of Sender

Recipient's address

Sender's address

Stamp