

Label each part of the letter with the correct name.

1.

Worldly Products

443 Calvin Drive, Youngstown NY 23785, (175) 364-7312

2.

June 14, 2005

3.

Mrs. Mary Acton
Manager
Clairvoyance Company
3038 Fairway
Dunaway OH 30847

4.

Dear Mrs. Acton:

WORD BANK:*Recipient's/Inside address**Sender's name**Sender's signature**Carbon copy**Typist's initials**Enclosure notation**Body of the letter**Date**Letter head/sender's/return address**Complimentary closing**Salutation*

5.

Welcome to the Worldly Products family. We believe you will be satisfied with our product lines, and we hope this will be a long relationship.

Our product line includes many valuable items that will be an asset to your company's sales. In the bathroom lines, we have many products that will assist a household in cleanliness. In the kitchen lines, our products have proven to be superior to the competitor products in value and usefulness. Our yard products have just taken a larger share of the market, and you may read an article in the Wall Street Journal regarding this. We have many new products that will meet your needs.

Thank you again for your membership. A new catalog has been included for your perusal.

6

Sincerely,

7

4 blank spaces

8

Larry Brown, CIO
Sales & Marketing

9

MA

10

Enclosure

11

cc Sharon Lewis

Name _____ Date _____

Parts of a Business Letter Worksheet 2b

Directions: Use the list of word choices to answer the following questions.

salutation	date	complimentary closing
signature	Inside/Recipient's address	Letter Head/return address/sender's address
writers typed name	body	CC/PC
Enc/Enclosures		

- _____ is the place for the writer to **handwrite their name**.
- The **recipient's name**, company name, and address are called the _____.
- The purpose of the letter is included in the _____.
- Yours truly**, is an example of a _____.
- The last **essential part** of a business letter is the _____.
- The _____ is **when** the letter is written.
- The _____ is the address of the letter writer.
- Dear Mr. Johnson** is an example of a _____.
- The _____ shows that a **copy** of the letter was sent to another person as well.
- _____ shows that there is something else **enclosed** in the envelope that you need to look for.