PARTS OF A BUSINESS LETTER

I. PART ON THE SPACE PROVIDED, WRITE "T" IF THE STATEMENT IS TRUE OR "F" IF IT´S FALSE.

1._____In business correspondence, you can start with "hello" in the salutation part.

2. _____Is Reference Number necessary?

3. _____In the Attention Line, you write what the letter will be about.

4. _____Can you say "good bye" instead of a formal closing in The Complimentary close?

5._____In the Subject Line, you write the name of the person who the letter goes.

II. PART COMPLETE WITH THE WORDS GIVEN EACH STATEMENT GIVEN.

SIGNATURE LINE

BODY OF THE LETTER

LETTERHEAD

INSIDE ADDRESS

ENCLOSURES

1._____You include at the end of the letter as checks, magazines, and you write the quantity attached.

2. _____It contains the name of the organization, e-mail address, internet number,etc..

3. _____It consists of the name and address of the receiver.

4. _____It is the message of the letter.

5. _____It is the name of the sender; it is usually three blank lines between the complimentary closing and the typed name.

III.PART LABEL EACH PART OF THE LETTER.

11th St. 10 Ave. Los Andes Nbhd,
San Pedro Sula, Honduras
sycom@gmail.com

October 02, 2020

PAPER DEPOT
9 St. 10 Avenue
Los Andes Nbhd
San Pedro Sula, Honduras

Attention: Sales Department

Subject Line: Order Supplies

Dear Sirs:

This year, I am continuing my practice of purchasing the school supplies. The main reasons for this being: 1.) We work at tables a lot, in small groups, and it is logistically easier for us to have caddies of materials that are shared by each of the group members. All kids have access to all the same kinds of materials. 2.) We have several specialized items at this age level that parents often have difficulty finding and spending time trying to locate a store with the item, for example, primary composition notebooks. 3.) I am able to use my teacher discount to purchase many of the items, therefore combined with purchasing them on sale it greatly reduces the overall cost you would have to spend on the supplies. Instead I ask parents to send in $20.00 to cover the cost of their child's school supplies.

I have included a list of supplies that will be purchased on the back of this letter. I do realize, that there is a certain amount of excitement in shopping for schools supplies. So if your child has the "back-to-school" bug, you could pick out a two pocket folder with a special design or picture to bring to school.

Sincerely yours,

Mr. John Smith
General Manager