



BUSINESS LETTER WORKSHEET



Name: _____ Class: _____ No.: _____ Date: _____

Activity: From example 1.1-1.3, what are there in the heading in a business letter?

1. *Logo*

2.

3.

4.

5.

6.

7.

8.



BUSINESS LETTER WORKSHEET



2 The Dateline

Simply put, the date is the day the letter is sent. The most commonly used date format is : August 6, 2025.

Do not abbreviate the month and always include all four digits of the year.

In general, there are two types of writing the dateline :

2.1 Month + Date + Year Example : July 22, 2025

2.2 Date + Month + Year Example : 22 July 2025

The dateline sometimes is written in numbers. **We don't use the dateline number to write in the business letter.**

Example : 12/6/2025

British English : the twelfth of June two thousand twenty-five

British American : the sixth of December two thousand twenty-five

Instructions - Read each question carefully and write your answers.

1 Look at the example below. Identify the dateline and write it down.

Khamsang Thai Flora Crafts Co., Ltd.
129 Chang Klan Road
Muang, Chiang Mai 50000
THAILAND

Nov 22, 2025

Answer:

.....
.....

2 Write the dateline for the following date using the correct format.

2024, Dec 1

Answer:

.....
.....

3 Write the dateline for the following information.

The letter is sent on 3/3/2026
from Chiang Mai, Thailand.

Answer:

.....
.....



BUSINESS LETTER WORKSHEET



3 WRITE THE INSIDE ADDRESS.

Arrange the information in each item into a correctly formatted inside address.

- b) 1911 N Formosa Avenue | California 90036 | U.S.A. | Los Angeles | UNO Com Business Consultants Co. | The Managing Director

- c) Dusit | 139 | Bangkok | Unocal (Thailand) Co., Ltd. | 10300 | Phitsanulok Rd.

- d) JAPAN | 33-1 Shiba Gochhome | Takayoko Decoration Co. | Tokyo 108 | Minatoku | Mr. Nakamichi Hito

4 THE SALUTATION

Write the appropriate salutation for each inside address.

The Inside Address	The Salutation
1. Mr. Harold M. William	
2. Tour Royale Co., Ltd.	
3. The Purchasing Manager	
4. Mrs. Maria Priestly	
5. Dr. John Mathew	



BUSINESS LETTER WORKSHEET



5 THE BODY OF A LETTER

The body of a business letter is usually divided into three parts: the introduction, main content, and closing.

Choose from:

1

The opening paragraph

2

The middle paragraph

3

The closing paragraph

1

"I have seen your advertisement of June 20, 2025, on your website. I am interested in your HP ProBook 460 G11..."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph

2

"Thank you for your inquiry of June 25 for our HP ProBook..."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph

3

"Would you please send us further more details of your products..."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph

4

"We look forward to hearing from you."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph

5

"I am looking forward to serving you."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph

6

"We hope to serve you soon."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph

7

"I have seen your advertisement of June 20, 2025, on your website. I am interested in your HP ProBook 460 G11..."

☐

1. The opening paragraph

☐

2. The middle paragraph

☐

3. The closing paragraph



BUSINESS LETTER WORKSHEET



6

THE COMPLIMENTARY CLOSE

The complimentary close is a word or short phrase that means goodbye. Common examples include Sincerely, Yours faithfully, Best wishes, and Best regards. The appropriate close depends on the salutation and the relationship between sender and recipient.

Example :

The Salutation	The Complimentary Close
Dear Sir / Madam:	Yours faithfully,
Dear Sirs:	Faithfully yours,
Dear Mr. Anderson,	Yours sincerely,
Dear John,	Best wishes,

Activity : Match each salutation with the correct complimentary close.

The Salutation	The Complimentary Close
1. _____ Dear Bob,	A. Yours sincerely,
2. _____ Dear Sirs:	B. Yours faithfully,
3. _____ Dear Madame,	C. Best wishes,
4. _____ Dear Mrs. Tailors,	
5. _____ Dear Sir,	
6. _____ Dear Mr. Theppitak :	
7. _____ Dear Max,	



BUSINESS LETTER WORKSHEET



7

THE SIGNATURE

In letters that are sent via e-mail, the signature is simply the sender's name and title typed immediately below the complimentary close. When a letter is mailed, faxed or hand-delivered, however, there should be a large enough space below the closing and above the printed name and title for the sender to provide her written signature. The signature contains three things :

- The sign (The pen written name)
- The printed name (The type name)
- The position (The business job title)



Look at the signature block below. Choose the correct part for each item from the box and write the number in the blank.

Alex Johnson

1



Alex Johnson

2



Marketing Manager

3



Choose from the box

1

The Printed Name
(The type name)

2

The Position
(The business job title)

3

The Sign
(The pen written name)



Pay attention to the details
and choose the correct part!

