

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

22nd September 2021

Mr. John Rolle

Manager

Outback Steakhouse

P.O. Box N- 457

Nassau, Bahamas

2.

Dear Mr. Rolle:

I am writing to -----

3.

4.

5.

Sincerely,

6.

Jim Dean