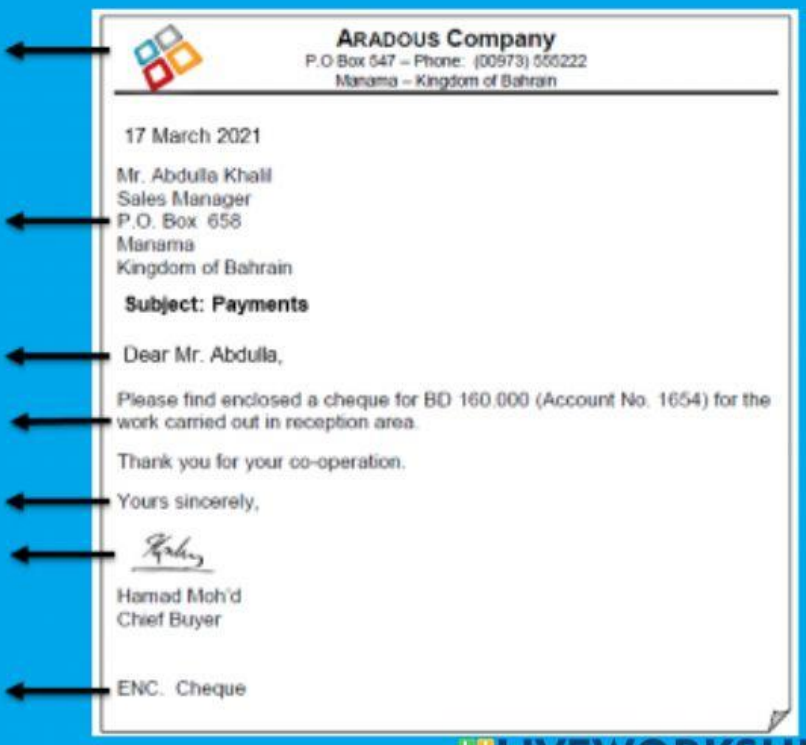
Match the business letter parts with the correct name

- Recipient Address
- Letterhead
- Complementary close
- Body
- Salutation
- Enclosure
- Signature



ARADOUS Company
P.O Box 547 – Phone: (00973) 555222
Manama – Kingdom of Bahrain

17 March 2021

Mr. Abdulla Khalil
Sales Manager
P.O. Box 658
Manama
Kingdom of Bahrain

Subject: Payments

Dear Mr. Abdulla,

Please find enclosed a cheque for BD 160.000 (Account No. 1654) for the work carried out in reception area.

Thank you for your co-operation.

Yours sincerely,

Hamad Moh'd
Chief Buyer

ENC. Cheque

LIVEWORKSHEETS