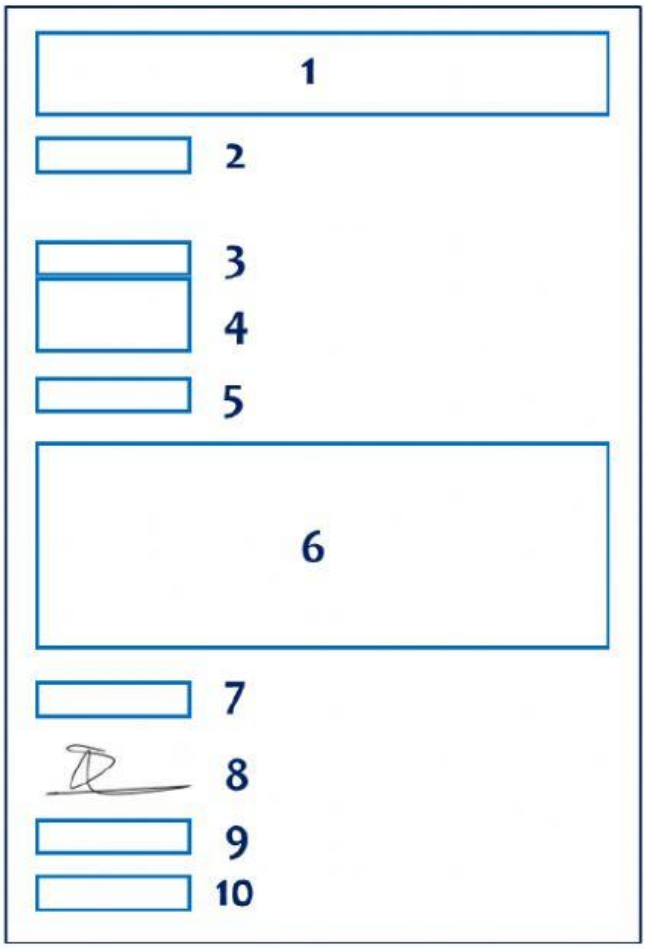
Business Letters & Envelopes

Identify the parts of the Business Letter



Body (text)

Closing

Date line

Enclosures

Name & Job Title of Recipient

Name & Job Title of Sender

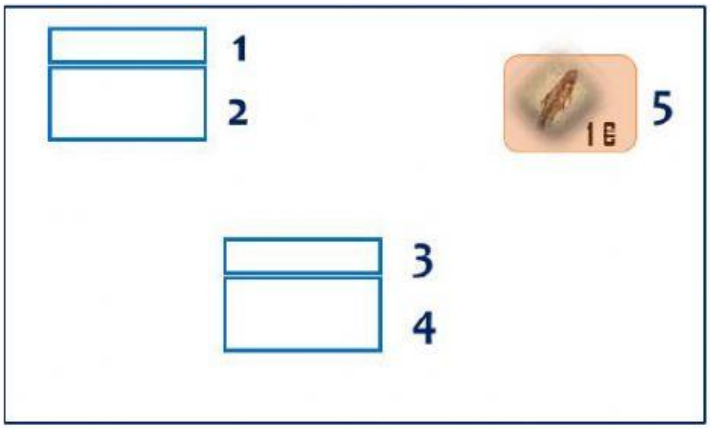
Recipient's address

Salutation

Sender's address

Signature

Identify the parts of an Envelope



Name & Job Title of Recipient

Name & Job Title of Sender

Recipient's address

Sender's address

Stamp

LIVEWORKSHEETS