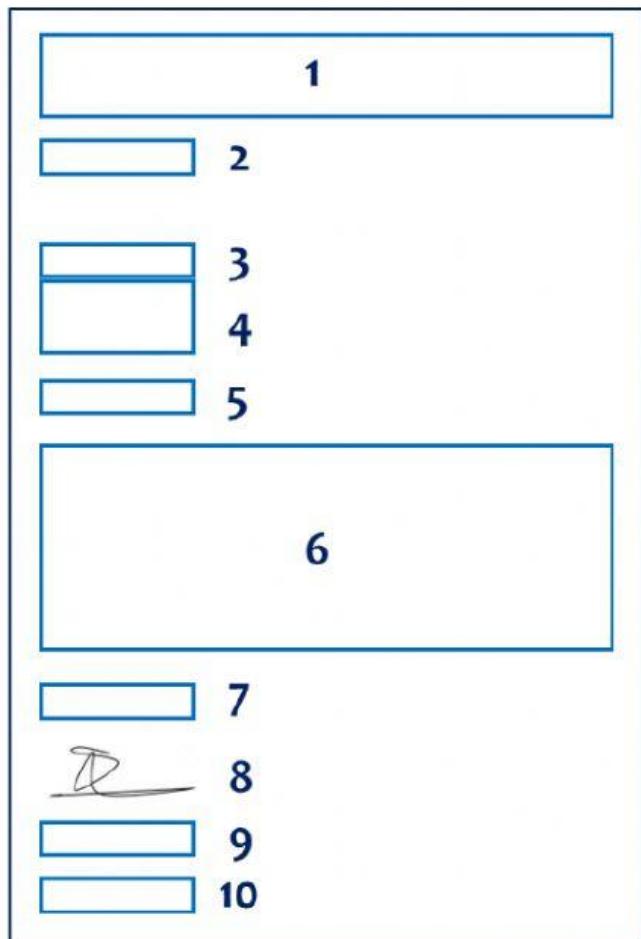


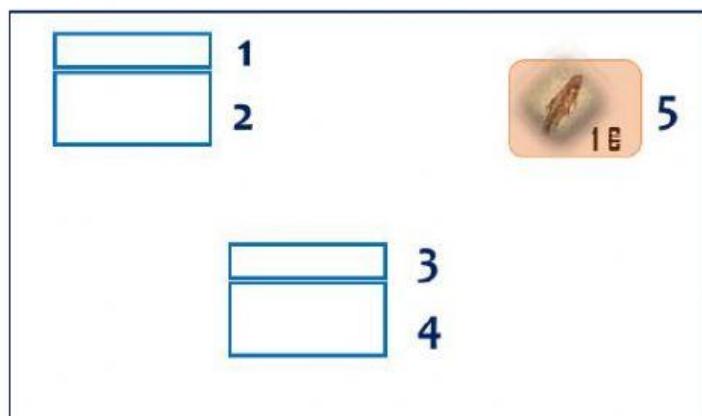
Business Letters & Envelopes

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